



## COVENTRY POLICE DEPARTMENT

### PUBLIC RECORDS REQUEST

The Coventry Police Department has instituted the following procedure to help you obtain public records.

1. The Public Records Officer is the Department's Administrative Captain who can be reached at phone number 401-825-6305. The Records Department phone number is 401-822-9191.
2. The mailing address for the Records Department is Coventry Police Department, Attn: Records Department, 60 Wood Street, Coventry, RI 02816.
3. The regular business hours of the Records Department are Monday through Friday 8:00 AM to 4:00 PM. If you come in after regular business hours, please complete the optional Public Records Request Form at the front desk and it will be given to the Records Department the following business day.
4. The Department may ask you for identification or the reason for your request, as it is regular course of business. However, you are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
5. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form located at the front desk, or on our website at [www.coventrypd.org](http://www.coventrypd.org).
6. You may also obtain a handout of the Access to Public Records Act from our department, which summarizes the procedures and your rights to access public records.
7. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
8. If you feel that you have been denied access to public records, you have the right to appeal to Chief Frederick J. Heise. If you are still not satisfied, you may file a complaint with the Attorney General, 150 South Main Street, Providence, RI 02903, or file a suit in Superior Court.
9. The Coventry Police Department is committed to providing you with public records in an expeditious and courteous manner.