



# Rhode Island State Police General Order – 2E

<i>Section:</i>	<b>Administration - Management Reporting</b>
<i>Article:</i>	<b>2 - Role &amp; Authority</b>
<i>Title:</i>	<b>Public Records Request Procedure/Requests of Access to Law Enforcement Records</b>
<i>Special Instructions:</i>	

## I. PURPOSE

To establish procedures for the release of agency records to comply with RI General Law 42-35-2(a) and 42-7.3-9.

## II. POLICY

The Rhode Island State Police utilizes the [Department of Public Safety Access to Public Records Regulation](#) for guidance related to Access to Public Records.

## III. PROCEDURES

The Division shall ensure the following procedures are in place:

- A. Public Records Notice ([Exhibit A](#)) is displayed in a prominent area for visitors to the Barracks/Bureaus/Units to see upon their arrival.
- B. Department of Public Safety Access to Public Records Regulation (Attachment 1) is kept at each front desk area to be provided to a member of the public who requests a copy.
- C. Public Records Request Form ([Exhibit B](#)) is kept at each front desk area to be provided to a member of the public who requests a public record.
- D. All Public Records Request Forms are forwarded immediately to the Department of Public Safety Legal office by fax or hand delivery.

By Order of Colonel Manni



James M. Manni  
Colonel  
Superintendent