



Bristol Police Department

395 METACOM AVENUE ❖ BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



COL. RUSSELL S. SERPA
Chief of Police

PUBLIC RECORDS REQUEST

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

1. The Public Affairs Officer is the Day Patrol Commander. Phone Number (401) 253-6900 Extension #211.

2. The regular business hours of the Records Department are 8:00 AM to 4:00 PM Monday - Friday. If you come in after regular business hours, please complete the Public Records Request Form at the Records window and it will be given to the Public Records Officer on the next working day.

3. The Department may ask you for identification or the reason for your request, as its regular course of business. However, you are not required to provide identification or reasons why you seek the information. Your right to access public records will not be denied for failing to provide identification or reasons.

4. To ensure 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 Records window.

5. You may also obtain at the Records window a handout on the Access to Public Records Act, which summarizes the procedures and your rights to access public records.

6. 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 gives a public body ten (10) business days to respond. We appreciate your understanding and patience.

7. If you feel that you have been denied access to public records, you have the right to appeal to Colonel Russell S. Serpa, Chief of Police. If you are still not satisfied, you may file a complaint with the Department of the Attorney General, 150 South Main Street, Providence, RI 02903 or file suit in Superior Court.

8. The Bristol Police Department is committed to providing you with public records in an expeditious and courteous manner.

(Attachment A)