



**RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

Division of Law Enforcement
235 Promenade Street, Room 250
Providence, RI 02908

(T) 401-222-3070

(F) 401-222-6823

Telecommunication for Hearing Impaired 711

**DEM/Division of Law Enforcement
PUBLIC RECORDS REQUEST**

The DEM/Division of Law Enforcement has instituted the following procedure to help you obtain public records housed within the Division of Law Enforcement.

1. Please Contact Captain Michael Schipritt to request your records. He can be reached at Telephone No. (401) 222-2284 or (401) 222-3070, Division of Law Enforcement, 235 Promenade Street, Providence, RI 02908-5767; or email to michael.schipritt@dem.ri.gov
2. The regular business hours of the Records Department are Monday through Friday, 9:00am to 3:30pm. If you come in after regular business hours, please complete the Public Records Request form that will be supplied at the front desk. The form will be submitted to the Public Records Officer the following day.
3. The Department may ask you for identification or for the reason for your request as its regular course of business. Your right to access public records will not depend upon providing identification or reasons.
4. 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 and specify as much information pertaining to your request, i.e. Arrest #, Incident #, Motor Vehicle Accident #, Call #. If you do not have a reference number or the information you are seeking entails other types of information, please be as specific as possible.
5. Along with the Public Records Request form, you will also be given a copy of the Access to Public Records Act which summarized the procedures and your right 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) 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 the Director of the Department of Environmental Management. If you are still not satisfied, you may file a complaint with the Department of Attorney General. 150 South Main Street, Providence, RI 02903 or file suit in Superior Court.
8. The DEM, Division of Law Enforcement is committed to providing you with public records in an expeditious and courteous manner.