

Applications for Concealed Carry Handgun License

We will complete your fingerprints and send all finalized paperwork to the Attorney General's Office.

- Completed Application
- Certificate of Completed Training
- 2X2 Photograph
- 2 Appropriate Payments

For more details, visit:

<http://ag.ks.gov/public-safety/concealedcarry>

How do I obtain Criminal History Information?

If the record is not requested by Law Enforcement, a State Agency, or Federal Agency then you need to direct your request to KBI:

The Kansas Bureau of Investigation

1620 SW Tyler
Topeka, Kansas 66612
(785)-296-8200

www.accesskansas.org/kbi

We encourage you to call us if you have questions regarding what criminal history information RCPD can release.

How do I obtain a Driver's License Check?

Contact the local Division of Motor Vehicles. RCPD does not provide Driver's License Checks.

- **Manhattan DMV**
8200 South Port Drive; Suite 105
Manhattan, KS 66502
Phone: 785-537-2140

- **Topeka DMV**
785-296-3909

How to Obtain a Copy of the Kansas Open Records Act?

For a complete copy of the Kansas Open Records Act, contact the RCPD Records Custodian or look on the Internet at: www.ink.org/public/legislative
Click on the Kansas Statutes icon. The Kansas Open Records Act starts at K.S.A. 45-215.

Questions?

Contact your RCPD Records Custodian if you have questions concerning:

- What records are open and available
- How to obtain a record
- Any dispute relating to open records
- The cost of an open record
- Or, any other question relating to open records

The RCPD Records Custodian is:

Records Management Supervisor

Kari Breault

(785) 537-2112, ext. 2801

kbreault@rileycountypolice.org

Captain Jeff Hooper

Support Services Commander

(785) 537-2112, ext. 1360

jhooper@rileycountypolice.org

The Riley County Police Department

www.rileycountypolice.org



Support Division Records Section

1001 S. Seth Child Road
Manhattan, Kansas 66502
(785) 537-2112, ext 2802

Office Hours: Monday-Friday, 7-5
(excluding holidays)

What Records are Available?

The Kansas Open Records Act governs most records maintained by the RCPD. Some records are open for inspection. Copies are available for a fee. Commonly requested records include:

- Police Incident Reports
- Police Accident Reports – online through our website.
- Arrest Summaries
- Minutes of the Riley County Law Enforcement Agency meetings

Exceptions

The Kansas Open Records Act recognizes that some records contain information that is private in nature. For this reason, the Act lists a number of exceptions that may include:

- Personnel information of public employees
- Medical treatment records
- Records protected by the attorney-client privilege or the rules of evidence
- Records containing personal information compiled for census purposes
- Notes and preliminary drafts
- Criminal investigation records
- Several other specific records

How to Request a Record?

-Step 1-

Check with RCPD records personnel to determine whether the information you need is available.

-Step 2-

You may be asked to submit your request for information in writing. Make sure your request is as specific and complete as possible so it may be filled quickly and completely.

-Step 3-

Most records will be produced within 3-5 business days from the date requested. If the request is denied you will receive a written explanation for the delay or denial.

-Step 4-

If you have questions about your request, contact the RCPD Records Custodian.

Why Would My Request Be Denied?

Although every attempt will be made to provide the information requested, it is not always possible to fulfill the request. The RCPD will not disclose or release any record by telephone. There are a number of reasons that a request may be denied.

- The specific record that was requested does not exist
- The request was unclear and should be resubmitted with more detail
- The record that was requested is closed to protect an important privacy interest (see the list of exceptions to the Kansas Open Records Act at KSA 45-221)
- The record was not available in the format requested

Fees

The Kansas Open Records Act authorizes public agencies to charge fees for providing access to or furnishing copies of public records. This fee may be requested in advance and may include:

- Cost of staff time required.
- Cost of copying or reproducing the record.

RCPD charges the following fees

- **Copies of Documents** - \$5.00 per report for each case. Reports over eight (8) pages billed at .25 (twenty-five cents) per page.
- **Digital Photographs** – Cost of media (DVD). \$10.00 minimum for reproduction of photographs from digital sources. Time in excess of ½ hour billed at \$20.00/hour.
- **Copies of VHS Tapes** – DUI Videos are \$10.00 per tape. All other video tapes are \$20.00 per tape up to and including first hour of tape. Additional time, in excess of one hour, is billed at \$20.00/hour.
- **Copies of Audio Cassettes** – For audio recordings already stored on tape are \$10.00 per tape up to and including first hour of tape. Additional time, in excess of 1 hour billed at \$20.00/hour. For audio recordings of material NOT already stored on tape, including, but not limited to 911 calls, phone calls to/from RCPD, etc., is billed at \$20.00/hour.
- **Statistics Requests** – Any crime numbers or data, a \$3.00 fee is required along with a completed statistics request form.
- **Typed transcripts** – Audio/video conversations are billed at \$20.00/hour
- **Research time** – Time spent researching data or files for the purpose of locating or constructing reports; or for the purpose of formatting the information in a manner suitable to the requesting party. This is billed at \$20.00/hour.
- The fee and rate is periodically reviewed and is subject to change by the Director.