



MEDIA GUIDE



RILEY COUNTY LAW ENFORCEMENT CENTER

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WHO TO CONTACT

The Riley County Police Department's Public Information Office is your gateway for media inquiries! We are here to assist and provide information in a timely, respectful manner.

In cases of critical incidents, the PIO may be called in during off hours to ensure timely communication. Updates on investigations are shared as allowed by the ongoing inquiry and at the discretion of investigating officers.

For newsrooms seeking information, we aim to provide updates through various channels. While on-camera interviews for individual incidents may be limited, we're open to coordinating in-person interviews as necessary.

We strive to answer promptly during regular business hours. If you miss us, leave a message, and we'll get back to you as soon as possible. Please note that outside business hours, responses will be discretionary, prioritizing community safety.

Remember, our Communications Center (Dispatch) focuses on different aspects of the job and doesn't handle media requests. For ongoing investigations, contact the PIO directly for information.

Thank you for understanding, and we look forward to fostering positive communication with you!

HOW TO CONTACT

Desk Phone: 785-537-2112 ext 2449
Cell Phone: 785-565-4183

OUR WEBSITE

www.rileycountypolice.org

OUR SOCIALS



BREAKING NEWS & NEWS RELEASES

Items that qualify as Breaking News are most often posted to RCPD’s Facebook and X (Twitter) accounts first. They may be posted prior to or in lieu of any emailed information. Those interested in details pertaining to Breaking News should check social media first.

RCPD News Releases will be posted on our website and will be distributed via email. Additionally, they will be posted to Facebook and X. News Releases are issued for significant crimes and arrests. They are left to the discretion of the department.

Anyone may sign up to receive RCPD news releases directly to their phone or email.



DAILY

The Riley County Police Department’s Daily News section summarizes RCPD's calls and reports, offering a subset of the received information. Reports are compiled at 6:00 a.m. daily and published on weekdays at 10:00 a.m., overseen by the PIO for accuracy. Arrested and confined info is updated the day after law enforcement action at 6:00 a.m.

For real-time data on arrests, contact the PIO. Monday's reports cover Friday to Sunday; Tuesday to Friday reports span the prior 6:00 a.m. to 6:00 a.m. period. Holidays or closed Administrative Offices at RCPD alter this process. Contact the PIO for more entry details.

RCPD may make changes to these posts without notice, maintaining a high accuracy standard, but acknowledging that information can evolve during case investigations. If you have concerns about posted information, please contact the Public Information Officer.

Each Daily News post typically provides a summarized paragraph of specific calls for service or incidents within the mentioned timeframe. It includes the total number of arrests and a link to contact Manhattan Riley County Crime Stoppers. Arrest and Citation reports are also featured.

Reports are posted to our website for approximately 48 hours in compliance with the Kansas Criminal Justice Information Systems (KCJIS) guidelines for releasing and publishing information. After this period, some information becomes criminal history which is not released.

Specific questions regarding the same can be found in the KCJIS or may be directed to the PIO.

WHAT IS LIKELY INCLUDED IN THE DAILY NEWS SUMMARY?

- Traffic collisions that resulted in injury and involved transport to a medical care facility by Riley County EMS.
- Traffic collisions that involved a greater need for public explanation.
- Crimes listed as sex-related crimes (posted in compliance with the Kansas Open Records Act and in a manner that protects the victim and case information).
- Theft in an amount larger than \$1,000.00.
- Criminal Damage to Property in an amount larger than \$1,000.00.
- Aggravated crimes such as battery and assault.
- Crimes and incidents of great concern to the public including robbery and burglary.
- Crimes or incidents that require the public’s assistance.
- Crimes or incidents that have created public information requests in an above-average fashion.
- Crimes or incidents as determined by the PIO.

DAILY REPORTS

ARREST REPORT

The Arrest Report contains all individuals arrested during the previous 24-hour period of time. The arrest report contains the name, age, hometown of record, arrest date/time/location, bond amount, arresting agency, charges, counts, statute(s) associated with the arrest, case number(s), arrest type, and confinement status.

INCIDENT REPORT

The Incident Report contains all pertinent incidents during the previous 24-hour period. The incident report includes the incident type, case number of the incident (if applicable), and the date/time/location of the incident.

CITATION REPORT

The Citation Report contains all citations written by RCPD officers during the previous 24-hour period. The citation report includes the name, age, and home city of the persons cited, the nature of the citation, and the date/time/location of the citation.

*Certain citations may be delayed in being included

These reports are automatically generated daily and you may sign-up to receive the same in your email.

RCPD complies with mandatorily protected information as outlined by KORA. KORA governs most records maintained by RCPD. Some records maintained are open for inspection. The following are available upon request:

KORA

POLICE INCIDENT REPORTS

Incident reports may be obtained by visiting the RCPD Records Section in person or by mailing a request to the Department. Requests for reports in this manner must be accompanied by a \$5.00 fee per report.

CRASH REPORTS

RCPD has contracted with CARFAX to implement an online program for obtaining copies of traffic crash reports. This allows both citizens and insurance companies the flexibility of getting the reports online at their leisure. You can request reports 24 hours a day, seven days a week. Crashes occurring after January 1, 2018, are available online (except for fatalities) at CRASHDOC.ORG. To search for a report enter the Report (Case) Number, Date of Crash, and Driver’s Last Name.

Copies of traffic crash reports generated before January 1, 2018, may still be obtained by visiting RCPD in person or mailing a request accompanied by a \$5.00 fee per report.

ARREST SUMMARIES

Contemporaneous to the event to which the information relates.

MINUTES

Minutes from the Riley County Law Enforcement Agency (Law Board) meetings.

FORMS

- Conceal Carry
- Records
- Statistics

To request a copy of a police or crash report, make an official KORA request, or request crime or police statistics information please contact RCPD

Records Supervisor Kari Breault at:

kbreault@rileycountypolice.org
Phone: (785) 537-2112 ext. 2430
Fax: (785) 565-6550
1001 S. Seth Child Rd.
Manhattan, KS 66502

Questions regarding the Kansas Open Records Act can also be forwarded to the Kansas Attorney General’s website.

WHAT IS AVAILABLE

TYPE OR NATURE OF AN EVENT/CRIME
LOCATION, DATE, DAMAGES, GENERAL DESCRIPTION OF THE INCIDENT
NAME, SEX, AGE, HOME ADDRESS, LOCATION OF ARREST, TIME OF ADDRESS RE: PERSON ARRESTED
PLACE OF ARRESTEE’S DETENTION AND AMOUNT OF BOND
NAME OF DECEASED INDIVIDUALS FOLLOWING NOTIFICATION OF NEXT-OF-KIN
VERY GENERAL DESCRIPTION OF INJURIES SUSTAINED AS VIEWED BY RCPD OFFICERS

Specific information may be withheld on a case-by-case basis in accordance with the Kansas Open Records Act (KORA).

KORA allows for the names of arrestees 14 years of age and older to be released.

WHAT IS LIMITED

SPECIFIC LOCATIONS FOR CRIMES OF A SEXUAL NATURE

SPECIFIC LOCATIONS OF CRIMES THAT QUALIFY AS DOMESTIC IN NATURE

JUVENILE CRIMES WHERE THE SUBJECT IS UNDER 14. SUBJECTS AGED 14-17 WILL BE RELEASED DESCRETIONARILY.

INFORMATION THAT MAY POSE A RISK TO A PERSON OR PROPERTY AND IS NOT A LEGITIMATE CONCERN OF THE PUBLIC.

SENSITIVE INFORMATION ABOUT CRIMES OR INCIDENTS THAT ARE ONGOING IN NATURE.

RCPD withholds information that may cause a victim to be further victimized.

WHAT IS NOT AVAILABLE

IDENTITY OR ADDRESSES OF VICTIMS, WITNESSES, AND JUVENILES UNDER THE AGE OF 14

MEDICAL OR MENTAL HEALTH CONDITIONS OR HISTORY

INFORMATION THAT MAY INTERFERE WITH AN ONGOING INVESTIGATION OR APPREHENSION OF A SUSPECT.

INFORMATION THAT MAY LEAD TO A SUSPECT GAINING LEVERAGE OR THE ABILITY TO FURTHER VICTIMIZE.

EVIDENCE THAT MAY ADVERSELY EFFECT A COURT PROCEEDING.

LISTED SUSPECTS WHO HAVE NOT YET BEEN ARRESTED

SOCIAL SECURITY NUMBERS, HOME PHONE NUMBERS, AND OTHER PERSONAL INFORMATION

RCPD maintains its right to withhold specific information on a case-by-case basis in accordance with KORA.

Mugshots will be released after conviction only.

Concerns about information published by the RCPD should be directed to the PIO, unless an official complaint made to the Internal Affairs Officer would be more appropriate.

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