

# RILEY COUNTY POLICE DEPARTMENT *MEDIA GUIDE*



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## ***THE PURPOSE OF THIS GUIDE***

The Riley County Police Department (RCPD) is a major source of news in the Riley County community. Like the news media, RCPD operates 24 hours a day, 365 days a year. We serve the citizens of this community, in part, through collecting and sharing important information.

The purpose of the information here is to educate reporters to resources available. The release of information from the RCPD to the media will be in the spirit of the department's media access policy and in accordance with the [Kansas Open Records Act](#) (KORA). This guide is a reference only, and not intended to cover every possible situation.



# NEWS



## ***BREAKING NEWS AND NEWS RELEASES***

Breaking news is often posted first on RCPD's [Facebook](#) and [Twitter](#) accounts. These updates on breaking news may be posted prior to emailed information, and in some cases, may take place of an email.

RCPD [news releases](#) are posted to our website and are distributed via email and to Facebook and Twitter. News Releases are issued for significant crimes and arrests, and are left to the discretion of the PIO.

Anyone may [sign up](#) to receive RCPD news releases directly to their email or phone.



# WHO TO CONTACT



# **PUBLIC INFORMATION OFFICER**

The RCPD [Public Information Office](#) manages all media requests for the department and is authorized to act as a department spokesperson. The RCPD only has one PIO, please do not take advantage of this position and respect their personal time; the PIO is entitled to a life outside of work. The PIO may be called in during off hours due to critical incidents. Information on critical incidents and ongoing investigations is released as the investigation allows and at the direction of the investigating officers. RCPD typically does not fulfill interview requests for individual incidents. What this means for newsrooms is, your inquiries about updates on investigations will most likely come in the form of passing along information, not an on-camera interview. Your best chance at an in-person interview will happen with a window to give the PIO a chance to coordinate. Requests that happen at 4:00 p.m. or later in the day will most likely be denied. Information will not be released outside business hours unless it's deemed pertinent to the community and its safety.

**Public Information Line:**

**Cell - (785) 565-4183**

**Desk - (785) 537-2112 ext2449**

The Public Information Line is answered as quickly as possible during normal business hours. If daily demands mean the phone is not answered, leave a message and it will be returned as soon as possible. Weekends, Nights, Holidays: ***The PIO is subject to discretionary answering of the phone and emails. If it is not pertinent and immediate information, you may not hear back until normal business hours.***

The RCPD Communications Center (Dispatch) is not briefed on cases that involve detectives or ongoing investigations (different divisions – different jobs) and will not answer your media requests. Please do not contact Dispatch for information. If you'd like a weekend or evening follow up on an ongoing investigation, please plan ahead or contact the PIO directly.



# *AVAILABLE INFORMATION*



# ***WHAT INFORMATION IS AVAILABLE***

Type or nature of an event or crime

Location, date, time, damages, general description of incident

Name, sex, age, home address, location of arrest, time of arrest, of person arrested

Place of arrestee's detention and amount of bond

Name of deceased individuals *following next-of-kin notifications*

Very general description of injuries sustained as viewed by RCPD officers

*\*KORA allows names of arrestees 14 years of age and older to be released*

*\*Specific information may be withheld on a case by case basis in accordance with the [Kansas Open Records Act](#)*

# ***WHAT INFORMATION IS LIMITED***

Very general description of injuries sustained as viewed by RCPD officers

Sexually related crimes and incidents such as rape, sexual battery, etc. will be given a general location

Domestic violence related crimes and incidents will be given a general location

Juvenile crimes will be left to the discretion of the PIO unless juvenile is under the age of 14

Juvenile under the age of 14 will be referred to by gender and age

Information that may pose a risk to a person or property and is not a legitimate concern to the public

Sensitive information about crimes or incidents that are ongoing in nature.

*\*The RCPD withholds information that could likely cause a victim to become further victimized, notably for sex and domestic related crimes.*

*\*Specific information may be withheld on a case by case basis in accordance with the [Kansas Open Records Act](#)*

# ***WHAT INFORMATION IS NOT AVAILABLE***

Identity or address of victims

Identity or address of witnesses

Identity of those arrested under the age of 14

Medical conditions or history

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 likely gaining leverage or 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

Mugshots \*Will be released by request after conviction only

*\*The RCPD withholds information that could likely cause a victim to become further victimized, notably for sex and domestic related crimes.*

*\*Specific information may be withheld on a case by case basis in accordance with the [Kansas Open Records Act](#)*

# ***KANSAS OPEN RECORDS ACT***



RCPD complies with madatorily protected information as outlined by the [Kansas Open Records Act](#) (KORA). KORA governs most records maintained by RCPD. Some records maintained are open for inspection. Commonly request records are listed below.

### ***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 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 crashes reports generated prior to 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***

[Application for Concealed Carry Handgun](#)

[Request for Copy of Records](#)

[Request for Statistics](#)

To request a copy of a police or crash report, make an official KORA request, or to 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*

Requests for Police Records may be submitted in person to our Records personnel, mailed, faxed, or emailed.

# *DAILY NEWS*



The [Daily News](#) section of RileyCountyPolice.org is a summary for calls for service/reports filed by RCPD and is only a portion of those received by police.

Information for the report is gathered daily at 6:00 a.m. and is only published weekdays at approximately 10:00 a.m. This is done to reduce the risk of publishing inaccurate information and is overseen by the PIO. Some arrested and still confined information is only up-to-date on the day following the law enforcement action at 6:00 a.m. For a more up-to-date list of those arrested and still confined, please contact the PIO.

Reports published to this section on Mondays will include information from the previous Friday, Saturday, and Sunday. Reports posted on Tuesday through Friday will only include information from the previous 6:00 a.m. to 6:00 a.m. time period. Holidays and days when the Administrative Offices at RCPD are closed will change this procedure. For more information on the entries listed in this section, please contact the PIO.

Each Daily News post should contain on a regular basis a summary (in paragraph form) of certain calls for service or incidents from the previously mentioned time frame. There will also often be a total number of arrests made as well as a link to contact the [Manhattan Riley County Crimes Stoppers](#). The Daily News section will also include a list of Arrest and Citation reports.

RCPD reserves the right to make changes to these posts when appropriate without notification. RCPD has a high standard of accuracy however realizes that during case investigations information has the ability to change. Because of this fact, if you have concerns about information that has been posted, please contact the Public Information Officer.

The report is posted to our website for approximately 48 hours in order to comply with the [Kansas Criminal Justice Information Systems](#) (KCJIS) guidelines for releasing and publishing information. After this period of time, some information becomes criminal history which is not released.

Anyone may [sign up](#) to receive RCPD Daily News directly to their email or phone.

***Calls for service likely to be published in the Daily News in summary form are as follows but not limited to:***

Traffic collisions that resulted in injury and involved a 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 a fashion to comply with Kansas Open Records Act and protect the victim and case information).

Theft in an amount larger than \$500.00.

Criminal Damage to Property in an amount larger than \$500.00.

Aggravated crimes such as battery and assault.

Crimes and incidents of great concern to the public to include robbery and burglary.

Crimes or incidents that require the public's assistance.

Crimes or Incidents which have created public information requests in an above average fashion.

Crimes or incidents left to the discretion of the PIO.

If you have questions about the Daily News, please contact the PIO. Questions regarding the Kansas Open Records Act can also be forwarded to the [Kansas Attorney General's website](#). As a matter of procedure RCPD's Public Information Officer does not generally post specific addresses to our website unless it is the address of someone who has been arrested. Releasing some information is required by law upon official request in some cases. If this information is published elsewhere, complaints should be directed toward the agency who is responsible for the publication. Likewise, concerns about information that is published to the police department website should be directed to the PIO, unless an official complaint made to the [Internal Affairs Officer](#) would be more appropriate.



# *DAILY REPORTS*

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**Arrest Report**

An arrest report containing all individuals arrested during a 24-hour period (6:00 a.m. to 6:00 a.m.) starting on the day prior to the report is automatically sent out via email to those subscribed. The arrest report includes arrestee name, age, and home address, arrest date, time, and location, bond, arresting agency, charges, counts, statute associated with arrest, case number associated with arrest, arrest type (probable cause or warrant), and confined status. *\*Some subjects listed as confined may no longer be confined at the time of publication.*

**Incident Report**

An incident report containing all pertinent incidents during a 24-hour period (6:00 a.m. to 6:00 a.m.) starting on the day prior to the report is automatically sent out via email to those subscribed. The incident report includes incident type, case number of incident (if applicable), date, time, and location of incident.

**Citation Report**

A citation report containing all citations written by RCPD during a 24-hour period (6:00 a.m. to 6:00 a.m.) starting on the day prior to the report is automatically sent out via email to those subscribed. The citation report includes name, age, and home city of persons cited, nature of citation, and date, time, and location of citation. *\*Certain citations may be delayed in being included in the citation report as the information included is manually inputted.*

*\*Information collected at the time of these reports may not be complete and could be subject to change. There also may be unknown errors at the time of these reports being published. Please contact the PIO to verify the accuracy of the information included in these reports.*