

Concealed Carry Handgun License Applications

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

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

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

How to Obtain Criminal History Information

If the record is not requested by law enforcement, a state or federal agency, the request should be directed to the KBI.

Kansas Bureau of Investigation
1620 S.W. Tyler
Topeka, KS 66612
www.accesskansas.org/kbi

We encourage you to call the RCPD records personnel if you have questions regarding what criminal history information can be released.

How to Obtain a Driver's License Check

The RCPD does not provide driver's license checks. Please contact the local Division of Motor Vehicles.

Manhattan Department of Motor Vehicles
8200 South Port Drive, Suite 105
Manhattan, KS 66502
(785) 537-2140

Topeka Department of Motor Vehicles
(785) 296-3909



How to Obtain a Copy of the Kansas Open Records Act

To obtain a complete copy of the Kansas Open Records Act you may contact the RCPD records custodian or visit <https://portal.kansas.gov/government/legislative/> and click on the "Kansas Statutes" icon. The Act begins at K.S.A. 45-215.

Questions?

Contact the RCPD records personnel if you have questions concerning:

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

RCPD Records

Records Office Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m. (Excluding Holidays)

Kari Breault (Custodian)
Records Management Supervisor
(785) 537-2112 Ext. 2430
kbreault@rileycountypolice.org

Captain Brad Jager
Support Division Commander
(785) 537-2112 Ext. 2328
bradjager@rileycountypolice.org



RILEY COUNTY POLICE DEPARTMENT

OPEN RECORDS INFORMATION

A RESOURCE FOR RECORDS REQUESTS AND REGULATIONS REGARDING DISCLOSURE

1001 S. Seth Child Road
Manhattan, KS 66502-3115
(785) 537-2112
www.rileycountypolice.org
Emergency Dial 911
CALEA Accredited Since 1991

What Records are Available?

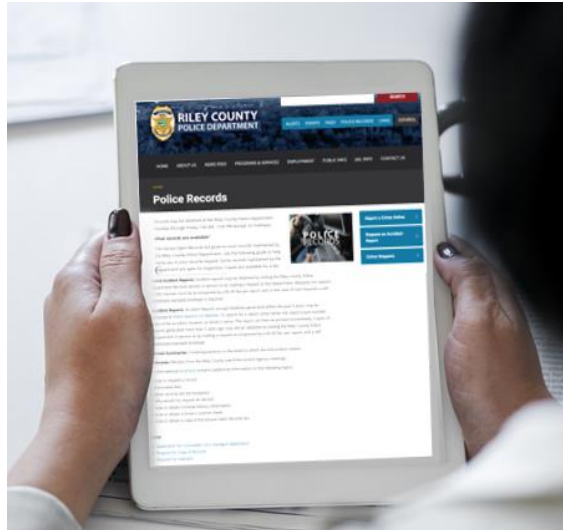
The Kansas Open Records Act governs most records maintained by the RCPD. Some records are open for inspection. Copies are available for a fee. Commonly requested records include:

- Police Incident Reports
- Police Accident Reports-Online through the RCPD Website
- Arrest Summaries
- Minutes of the Riley County Law Enforcement Agency (Law Board) 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:

- Personal information of public employees
- Medical treatment records
- Records protected by 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 if 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 three to five (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, please contact the RCPD records custodian.

Denied Requests

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 K.S.A. 45-2211)
- The record was not available in the format requested.

Fees Associated with Requests

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 and reproducing the record(s)

The Riley County Police Department charges the following fees:

Copies of Documents

\$5.00 per report for each case. Reports in excess of eight (8) pages are billed at .25¢ per page.

Colored Copies of Photos

\$2.00 per page.

Digital Media/Data Storage Devices

A minimum \$20.00 fee is charged for the distribution of media or information through digital means. Time in excess of one (1) hour is billed at \$20.00/hour.

Requests for Statistics

Any crime numbers or data, a \$3.00 fee is required along with a completed statistics request form.

Research Time

Time spent researching data or files for the purpose of 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 in one-hour increments.

**The fee and rate is periodically reviewed and is subject to change by the Director.*