

# WOLFEBORO POLICE DEPARTMENT

## SOP 6.4

**Date Issued: 12/27/2019**

**Review: 03/16/2023**

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

**By Order of:**  
**Dean J. Rondeau, Chief of Police**

## 91-A RIGHT TO KNOW REQUEST AND FREEDOM OF INFORMATION ACT REQUESTS

### POLICY

The Wolfeboro Police Department recognizes the purpose of New Hampshire 91-A is “to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people.” The Police Department supports complete transparency of its governmental actions and its records by being responsive to requests for documentation.

### PURPOSE

The purpose of this Policy and Procedure Statement is to state the Wolfeboro Police Department’s practices it employs to fulfill its obligations under the requirements of 91-A. The Town of Wolfeboro publishes notices and a number of items of public interest on its web site. Police Commissioners meeting minutes and other meeting minutes are available on this site.

### PROCEDURE

A citizen who wishes to make a request for a public record that is the property of the Wolfeboro Police Department may do so by communicating with a member of the Wolfeboro Police Department. In a typical scenario, that employee will be the on-duty Communication Specialist. The respective employee shall furnish the requestor with a standardized form and will give instruction on how to fill out the form, specifically what sections are required to be filled in. Upon receipt of the completed request form, the employee shall tell the requestor that they will be contacted by the Police Chief or his designee within five (5) business days regarding the status of the request.

The employee will scan and forward the request to the Investigator at the email address furnished to the department for the investigator with cc; to the Executive Officer/Captain. (In most cases, the investigator will forward request to the Dispatch Supervisor)

## **SOP 6.4**

### **91 A Right to Know Request and Freedom of Information Act Request.**

The Investigator shall act upon the request as soon as practicable and make notification to the requestor within five (5) business days of the status of the request. The Investigator may delegate some or all of the task to an employee that may facilitate the request appropriately. The Investigator shall make the Chief of Police or his designee aware of actions taken with regard to the request.

#### **Requests for Documentation - Discussion**

All requests must relate to a recognizable record and not a generalized or open-ended matter. Requests will be responded to within five business days from the date of receipt of the request. Within five business days after receipt of the request, the requester will be notified in writing if the request will be approved or denied. The response will also indicate the reason for the denial or, if applicable, the anticipated date upon which the documentation will be available. The documentation provided will encompass only existing records and not any analysis or calculation of documentation to arrive at the information requested.

If approved by the Police Chief or his designee, the requested documentation will be made available for view at a date and time agreed upon by both the police department and the requestor. If the documentation is viewed, it remains the property of the Wolfeboro Police Department and in the custody and control of the Wolfeboro Police Chief or his designee. The requestor may view the document in the company of said Chief of Police or his designee. The requestor shall not have any electronic devices or writing instruments in the vicinity of the documents to protect the integrity of the documents.

If copies of the documentation are requested, the requestor will be notified when it is available to pick up and sign for. If the requestor is unable to appear in person at the office during normal business hours, they may request the police department mail the documents. The police department will mail the requested documents to the requestor, with return receipt in hand service. Requests that involve printing will be invoiced at .50 per page. If the requestor desires the documentation via flash drive, the police department will supply the drive and invoice accordingly for the cost. If the documentation is mailed, the requestor will also be invoiced for the actual cost of the special delivery services.

#### **Costs**

.50 per page (if copies are requested)

.75 per page (illustrations, images)

2.00 per page for color copies (if requested)

\$10 - 32 Gb flash drive (If electronic capture requested)

Standard published USPS rates are borne by the requestor if mail requested

#### **Record of 91-A Requests**

The police department management system Tritech/IMC or any current version in use will generate a number for tracking and filing purposes.

This Policy and Procedure Statement supersedes and replaces any other earlier policy on this subject.