May 22, 2019

Honorable Members of the Town Council:

I ask that you approve the requested increase to $200 in administrative fees based on the requirements to vet and process concealed carry weapons permits. We dedicate significant administrative and detective work to this process and the number of applicants is increasing yearly. Currently, a single CCW background check takes about 90-120 days to complete. CCW background checks are occasionally delayed beyond the 120-day mark when we are experiencing a heavy volume of criminal investigations or we are conducting police recruit or other background checks for hiring.

Here are some administrative and investigative requirements for Conceal Carry Permit Applications:

- Reviewing and processing the written application for accuracy
- Fingerprinting the applicant
- Thorough checks of applicant through local, state and federal law enforcement databases
- Checks and review of court records and other sources for pending criminal cases
- Checks for restraining orders and no contact orders
- Checks for prior history of mental illness
- Speaking with references and employers
- Checks often include personal or phone interviews to clarify information provided
- Detectives conduct a neighborhood canvas of the area where the applicant resides
- Follow up with applicants on missing information or discrepancies in the CCW packet

Through preliminary research, we found that many departments charge additional processing fees.

Given the required effort it takes to properly scrutinize an individual applicant, I feel this fee is well justified. Once issued the CCW permit is good for 4 years, so I do not feel it is overly burdensome on the applicants. Once obtained, the permit renewal fee is $50 every 4 years thereafter.

Respectfully,

[Signature]

Colonel Thomas F. Lee
Chief of Police
TOWN OF PORTSMOUTH RESOLUTION
OF THE
TOWN COUNCIL

WHEREAS, pursuant to Rhode Island General Laws, Section 11-47-11 and 11-47-12, the Portsmouth Police Department has the authority to issue a license or permit to carry a concealed pistol or revolver to any person 21 years of age or over who must have a bonafide residence or place of business within the Town of Portsmouth; and if it appears that the applicant has good reason to fear an injury to his or her person or property or has any other proper reason for carrying a pistol or revolver, and that he or she is a suitable person to be so licensed; and

WHEREAS, an applicant for a pistol permit must submit a written application with a recent photograph, two types of positive identification, and a full set of fingerprints on the FBI fingerprint applicant card. The Portsmouth Police Department then checks the applicant’s background with state, local and federal law enforcement databases. The Portsmouth Police Department may also check court records and other sources for pending criminal cases, restraining orders and/or discrepancies in the applicant’s background, including prior history of mental illness. This check includes speaking with references, neighbors, employers and may include a personal interview to clarify information provided on the application; and

WHEREAS, proceeds from the fees collected will go to the town general fund and assist in balancing the manpower and technical requirements for processing these applications and conducting these background checks. Pursuant to Rhode Island General Law, Section 11-47-12, the fee of forty dollars ($40.00) shall be a one-time fee charged upon issuance of the Conceal Carry Weapons permit and shall be separate from the administrative fees for the processing and background checks; and

NOW THEREFORE, BE IT RESOLVED, that the Portsmouth Town Council pursuant to Rhode Island General Law, Section 11-47-11 and 11-47-12 hereby approves the charging of a fee in the amount of $200.00 for the processing and background checks required by the police department to examine applications for a permit to carry a concealed weapon. That the Portsmouth Town Council pursuant to Rhode Island General Law, Section 11-47-11 hereby approves the charging of a renewal fee in the amount of $50.00 for the processing by the police department of applications for the renewal of a permit to carry a concealed weapon which occur every 4 years.

PASSED AND ADOPTED this 28th day of May 2019.

APPROVED: ____________________________
        Kevin Aguiar, Town Council President

ATTEST: _______________________________
         Jennifer West, Town Clerk