This information has been prepared to acquaint you with the operation of the University of Rhode Island (URI) Police Department complaint procedure to be used for complaints against URI Police Officers.

Here are some of the most common questions and concerns expressed by the public about the complaint process:

**HOW DO I MAKE A COMPLAINT?**

Complaints will be accepted from any source and may be made anonymously, in person, by telephone, mail, email, fax, or on a downloadable form that can be printed or emailed. All pertinent contact information can be found at the end of this document. The Department accepts all complaints made against police officers. Complaint forms are available on the URI Police website at [http://web.uri.edu/police/officerconduct/](http://web.uri.edu/police/officerconduct/). There are also several locations where these forms can be obtained and returned upon completion. These include:

Kingston Campus:
- URI Police Department, 85 Briar Lane, Kingston, RI 02881
- Office of the Director of Public Safety, 44 Lower College Rd., Room 108, Kingston, RI 02881
- Office of the Director of Talent Development, Taft Hall, Kingston, RI 2881
- Office of the Dean of Students, Memorial Union, Room 302, Kingston, RI 02881
- Office of the Associate Vice President of Community, Equity and Diversity, Room 305 Green Hall, Kingston, RI 2881
- Office of the Provost, Green Hall, Kingston, RI 02881
- Office of the Director of Athletics, Keaney Gym, 85 Keaney Rd., Kingston, RI 02881
- Office of Human Resource Administration, 80 Lower College Rd., Kingston, RI 02881
Providence Campus
- Office of the Dean, ASF/CCE Shepard Building, 80 Washington St., Providence, RI 02903
- URI Police Office, Shepard Building, Room 224, 80 Washington St., Providence, RI 02903

Narragansett Bay Campus
- GSO Security, South Ferry Road, Narragansett, RI 02882
- Office of Director of Facilities & Operations, OSEC Building, Room 016B, Narragansett, RI 02882
- Office of the Dean, GSO, OSEC Building Room 112B, Narragansett, RI 02882

W. Alton Jones Campus
- Office of the Director, 63 Francis H. Horn Drive, West Greenwich, RI 02817

Completed forms can be mailed to the Director of Public Safety or faxed to 401-874-9372 or emailed to snbaker@uri.edu. Complainants may choose to deliver the complaint in person to the Office of the Director of Public Safety or to any supervisor within the Police Department.

If the complaint involves the Director of Public Safety, the complaint should be made directly to the Office of the Vice President for Administration and Finance, Carlotti Administration Bldg., Rm. 108, 75 Lower College Rd., Kingston, RI 02881

As part of the investigation, you may be asked to meet with an investigator. An appointment can be made for a meeting at any of the aforementioned locations or at any mutually agreed upon location. You are free to bring someone with you. You will be treated courteously and need not fear any type of intimidation or other improper behavior. When making a complaint, simply relate the facts as you know them; you will be asked specific questions regarding factual information. Your complaint can be made completely anonymously.

**WHAT HAPPENS TO ANONYMOUS COMPLAINTS?**

Anonymous complaints will be investigated in the same manner as any other complaint but can be more difficult to investigate depending on the information made available by the complainant.

**WHAT HAPPENS WHEN I MAKE A COMPLAINT?**

If the complaint involves potential criminal activity, the Director of Public Safety may ask for assistance from the Rhode Island State Police or from another law enforcement agency, depending on jurisdiction. All criminal matters will be forwarded to the Office of the Rhode Island Attorney General or the United States Attorney General’s Office.

Complaints that involve minor infractions of URI Police Department rules, regulations, policies or procedures may be investigated by the employee’s immediate supervisor. Investigators forward their findings to the Director of Public Safety.
WHAT ARE THE POTENTIAL OUTCOMES FOR THIS COMPLAINT?

Complaints will have one of the following outcomes:

**Sustained** - The complaint/allegation was found to be valid and supported by sufficient evidence.

**Not Sustained** - There was insufficient evidence to either prove or disprove the allegation.

**Unfounded** - The allegations of the complaint or incident were found to be false and not factual.

**Exonerated** - The incident occurred, but the officer’s actions were found to be lawful and proper at the time.

IS ACTION TAKEN IN RESPONSE TO ALL COMPLAINTS?

Yes. All complaints are initially documented on a Police Department Complaint Form and thoroughly examined and investigated consistent with departmental policy, collective bargaining agreements, and the Office of Human Resource Administration. The police investigator or supervisor will contact you within forty-eight hours of receiving the complaint and will keep you informed of the progress. We will do our best to complete investigations within sixty days.

WHAT HAPPENS AFTER AN INVESTIGATION IS COMPLETED?

After your complaint has been investigated, you will be notified of the outcome by the Director of Public Safety or his designee. If a complaint is sustained, the Director of Public Safety will make a final recommendation to Human Resources for the sanction to be imposed upon the employee. Sanctions may include retraining, reprimand, suspension without pay, transfer, reassignment, demotion, and/or dismissal. All decisions involving disciplinary action will be made in conjunction with the Office of Human Resource Administration.

If you are dissatisfied with the results of the investigation or the specific finding, you may appeal the decision to the Office of the Vice President for Administration and Finance, Carlotti Admin Bldg., Rm. 108, 75 Lower College Rd., Kingston, RI 02881. You should also know that making a complaint in no way limits your ability or right to pursue any other complaint forums if you feel that you have been wronged. Other venues on campus include the Office of Human Resource Administration and the Office of Affirmative Action, Equal Opportunity and Diversity.

WHAT ABOUT COMPLAINTS SUCH AS DISCOURTESY OR POOR SERVICE?

These complaints are generally investigated by the employee’s immediate supervisor and then forwarded to the University Police Major for recording, review and filing. The Major will make a recommendation to the Director of Public Safety if disciplinary action is warranted.
WHAT RIGHTS DO POLICE OFFICERS AND OTHER EMPLOYEES HAVE WHEN A COMPLAINT IS MADE AGAINST THEM?

All police employees are protected under their respective labor agreements and any applicable state and federal statutes. They may also have a right to counsel or union representation during the investigation.

WILL THE DEPARTMENT REALLY BE IMPARTIAL WHEN INVESTIGATING ITS OWN OFFICERS?

Yes. The question goes right to the heart of what professional policing is all about. We strive to ensure quality performance from all our officers and employees who represent our department and the University of Rhode Island. We want the public to know that we do not tolerate misconduct. Even perceived tolerance of employee misconduct will lead to a breakdown of the public trust, which would adversely affect the ability of the Department of Public Safety and the Police Department to function properly.

WHERE CAN I FIND INFORMATION REGARDING THE NUMBER OF COMPLAINTS FILED AGAINST THE URI POLICE?

The total number of complaints, a breakdown by category of the type of complaint, and a breakdown of the disposition of complaints are posted every year on the Department of Public Safety website.

CONTACT INFORMATION
Stephen N. Baker, Director
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Department of Public Safety
44 Lower College Rd.
Kingston, RI 02881
Phone 401-874-2109
Fax 401-874-9372
Email: snbaker@uri.edu
Website http://web.uri.edu/police/officerconduct/