



NORTH SMITHFIELD POLICE DEPARTMENT



Civilian Complaint Procedure

The North Smithfield Police Department is dedicated to upholding high ethical standards and a high degree of honesty in accomplishing our law enforcement mission. To protect the citizenry, officers, and the reputation of the North Smithfield Police Department, the Chief of Police is responsible for conducting prompt and thorough investigations of all complaints received to maintain high professional standards within the department.

With the goal of maintaining professional standards, the North Smithfield Police Department has instituted the position of Internal Affairs Officer, who shall investigate all internal matters, allegations, and other complaints against department personnel. The Internal Affairs Officer is directly responsible for the investigation of these complaints and reports directly to the Chief of Police.

Any person wishing to file a complaint may do so with any sworn officer or civilian dispatcher at the department. That officer or dispatcher is mandated to log the receipt of the complaint into the daily police log and promptly notify the Shift Commander / Assistant Shift Commander, who will collect as much information as necessary to complete a *Personnel Complaint Report Form*. This form will then be forwarded to the Internal Affairs Officer. Also, the Shift Commander / Assistant Shift Commander will supply the complainant with a *Civilian Complaint Report Form*, if one is requested.

The Internal Affairs Officer shall maintain the confidential status of all internal affairs investigations and records. All internal affairs investigations are conducted in accordance with the North Smithfield Police Department Rules and Regulations, department general orders, special orders, the Rhode Island Law Enforcement Officer's Bill of Rights and existing collective bargaining agreements.

All complainants will be formally notified by the Internal Affairs Officer of the beginning and end of an internal investigation along with periodic status reports, when necessary. Forms can be mailed to the address below, faxed to the fax number listed below, dropped off in person at police headquarters or emailed to the internal affairs officer listed in the FAQ page.