



CHIEF OF POLICE
Patrick Flanagan

NORTH KINGSTOWN POLICE DEPARTMENT

8166 POST ROAD, NORTH KINGSTOWN, RHODE ISLAND 02852

Telephone: (401) 294-3311 FAX: (401) 294-6830

Administrative Offices: (401) 294-3316

CIVILIAN COMPLAINT PACKAGE

If you want to make a civilian complaint against an employee on the North Kingstown Police Department, please fill out and submit this civilian complaint package. Please make sure the package is filled out completely and write or print clearly.

Please provide as much information as possible, describing what happened, where it happened and when it happened.

Please identify who was involved including witnesses and identify the employee (s) who was involved if possible.

Please sign and date the form. You may submit a complaint anonymously; however this prohibits follow up with you on the status of the complaint, or our ability to obtain further information.

You may obtain a civilian complaint package:

- In person at the police station located at 8166 Post Road, North Kingstown RI.
- From the North Kingstown Town Hall Clerk's office located at 100 Fairway Drive, North Kingstown RI.
- From our website www.nkpolice.org

You may submit a civilian complaint package in the following manner:

- In person (anytime) at the police station located at 8166 Post Road, North Kingstown.
- By mail at the above address.
- By FAX at (401) 294-6830 Monday thru Friday 8:00 am until 4:00 pm.
- **Please make sure the package is directed to the INTERNAL AFFAIRS OFFICER.**

If you need assistance filling out the package or have questions please contact the Internal Affairs Officer. The phone number for that office is (401) 294-3316 extension 8200. After the complaint is received the Internal Affairs Officer will acknowledge receipt of the complaint.

If the complaint is substantiated on its merits, the Internal Affairs Officer will notify you that an investigation will be conducted. You may be contacted and a request may be made of you to provide an interview or a formal witness statement.

Upon completion of the investigation you will be notified by mail of the outcome of the investigation and the action that was taken unless release of that information is prohibited by the Law Enforcement Officer's Bill of Rights.