



# RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY Municipal Police Training Academy

Community College of Rhode Island — Flanagan Campus  
1762 Louisquisset Pike, Lincoln, RI 02865-4585  
Telephone: (401) 722-5808 — Fax: (401) 722-3151



Colonel Ann C. Assumpico  
Superintendent, Rhode Island State Police  
Director, Department of Public Safety

Lieutenant Christopher J. Zarrella  
Executive Director  
Municipal Police Training Academy

## BACKGROUND INVESTIGATIONS OUTLINE/SOURCE LIST

DATE:

- I. **INTRODUCTION:**
- II. **INTERVIEW WITH CANDIDATE:** (Be sure to touch on siblings, current spouse, past spouse, children and stepchildren).
- III. **EDUCATION:**
- IV. **PREVIOUS EMPLOYMENT** (If applicable)
- V. **MILITARY BACKGROUND** (If applicable)

If your applicant has been discharged from the Military or has retired from Military service (for any Branch of Service) for more than two (2) years contact the National Personnel Records Center of St. Louis, MI. Customer Service #314-801-0800 or [vetrec.archives.gov](http://vetrec.archives.gov).

If your applicant has been discharged from the Military for less than two years contact the following Branches of Service:  
US Navy: Naval Personnel Command of Millington, TN #901-874-4797.  
US Marines: Marine Headquarters at Quantico, VA #703-784-3623.  
US Air Force: Personnel Division in Denver, Colorado #303-676-6528.  
US Army: National Archives Record Administration, St. Louis, MI #314-801-0800.

- VI. **CRIMINAL HISTORY INVESTIGATION**
  - A. NCIC-National Crime information Center
  - B. TRIPLE-I (III)-Interstate Identification Index.
  - C. RI Bureau of Criminal Identification

**D. Federal Bureau of Investigation (FBI):**

**To request an FBI records search for the purpose of conducting a background investigation:**

Please submit the complete "Certification of Identity" form to the FBI to the Attention of FOI/PA, Record Information Dissemination Section, 170 Marcel Drive, Winchester, VA 22602 at FAX # 540-868-4391 or email to foiparequest@ic.fbi.gov. In the box entitled "Optional", please include Rank and name of officer requesting the information and full mailing address of department.

**F. Secret Service:** Send fax to the attention of Duty Agent in Charge Fax #528-4394, Office #331-6456

**G. DEA:** Send all requests via e-mail to [alan.j.sims@usdoj.gov](mailto:alan.j.sims@usdoj.gov). Requests will be honored only when they are received via departmental e-mail accounts. Please include the applicant's Name, DOB, Address, City, State (release of information is NOT required)

**H. Local Police Department Inquiries** (current address and past addresses).

**VII. LICENSE/REGISTRATION INQUIRIES**

**A. LICENSE**

**B. RITT Inquiries**

Driver's History: Contact: Operator Control #462-0827 (provide name, license number, and/or DOB and info will be mailed to you). If you need additional detailed information, contact Cheryl D'Orio at 462-0811. (Note: Hard copy requests must be on agency letterhead and accompanied by a copy of informational request release.

**C. REGISTRATION:** Note all vehicles registered to the individual.

**VIII. COURT HISTORY: To include District Court, Family Court, Superior Court, Supreme Court, and Civil Court.**

**A. UNITED STATES FEDERAL/DISTRICT COURT**

Address: One Exchange Terrace, Providence, RI

Contact: Kerrie Jackson Office #752-7204, FAX 752-7247 (please provide individual's DOB) [kerrie\\_jackson@rid.uscourts.gov](mailto:kerrie_jackson@rid.uscourts.gov)

**B. RHODE ISLAND SUPREME/SUPERIOR COURT**

Address: 250 Benefit Street, Providence RI

**1. Superior Court** Clerk Steven Burke, #222-3339, FAX #222-2701

Check for any civil cases as well.

**2. Supreme Court** Ms. Lauren Ezovski, 222-3272, FAX 222-3599

Information: Standing, payment of dues

Note: email requests preferred, send to [lezovski@courts.ri.gov](mailto:lezovski@courts.ri.gov), agency letterhead required.

**C. RHODE ISLAND FAMILY COURT**

Garrahy Judicial Complex, One Dorrance Plaza, Providence, RI

Poc: Mr. Ron Pagliarini, FAX 458-5360

Executive Secretary to Chief Judge

**IX. FINANCIAL CHECKS:**

**A. SECRETARY OF STATE/INCORPORATIONS**

1. Address: 100 North Main Street, Providence RI

Poc: Ms. Katherine McCaughey Tel #222-3040, FAX #222-1309

[KMcCaughey@sos.ri.gov](mailto:KMcCaughey@sos.ri.gov)

**B. RI DIVISION OF TAXATION:**

Address: One Capital Hill, Providence, RI

POC: Leo Lebeuf Tel. #574-8983, Fax # 574-8919 (w/ release)

[Leo.Lebeuf@tax.ri.gov](mailto:Leo.Lebeuf@tax.ri.gov)

**C. RHODE ISLAND LOTTERY:**

POC: Corporal Matthew McGuire, [Matthew.Mcguire@risp.gov](mailto:Matthew.Mcguire@risp.gov) or

Corporal Douglas Watters, [douglas.watters@risp.gov](mailto:douglas.watters@risp.gov)

**\*\*PLEASE NOTE:** All requests must be accompanied by a signed released.

**D. GAMBLING CASINOS IN CONNECTICUT:**

**(\*NOTE: Foxwoods and Mohegan Sun Casino will only provide information on Judicial Candidates and the final list of recruits for the Training Academy. They will assist with ongoing Criminal Investigations).**

**Foxwoods Resort Casino.** Contact Mr. Jeff DeClerck, Inspector General, Tel. #860-312-4411, FAX #860-312-4442. Note: Request yearly summary of patron information w/release.

**Mohegan Sun.** Contact Mr. Joseph Foehr Tel. #860-862-7584, FAX #860-862-8305. Note: Request yearly summary of patron information w/release.  
(w/release).

**E. CREDIT INQUIRIES:**

**For Recruit Background checks and civilian employment:**

Required credit report.

F. **IRS:**

Two release forms need to be signed. Form 8821 and Form 4506-T.  
(Begins on page 3)

Both forms available at [www.irs.gov](http://www.irs.gov) Fax completed forms to 855-821-0094.

\*\*Please note: Time issue—processing can be as long as three Months. We will accept applications with pending IRS inquiries (please attach a dated copy of request form)

- X. **LISTED REFERENCES:** Interview each reference listed and summarize, in paragraph form, the contents of the interview.
- XI. **NEIGHBORHOOD CANVASS:**  
Data from three (3) neighbors referencing character. If the person recently moved, interview three (3) neighbors from the previous address
- XII. **NATIONAL DE-CERTIFICATION INDEX (NDI):** Log on the NDI webpage <https://www.iadlest.org/our-services/ndi/about-ndi>
- XIII. **MENTAL HEALTH INQUIRIES**  
Health Care Facilities:
- A. **Arbour-Fuller Memorial Hospital** Tel. #508-838-2323  
FAX #508-761-4240 (own release) POC: Ms. Marissa Hedquist.
- B. **Butler**  
Poc: Ms. Linda Martins Tel. #455-6321; Fax #455-6498 (Separate release form required)
- C. **Eleanor Slater Hospital:**  
600 New London Avenue, Cranston RI.  
Poc: Ms. Sharon M. Maynard Tel. #462-2316, Fax #462-1751 (w/ release)
- D. **High Point Treatment Center Inc.**  
1233 State Road, Plymouth, MA 02360  
Medical Records Unit - Tel #508-224-7701 ext. 2424  
Fax #508-224-9528 (w/ release)  
Poc. Peg Maschiulli
- E. **McLean Hospital:**  
Note: Please complete the McLean Hospital release correctly, sign and date in the appropriate locations.  
Address: 115 Mill Street, Belmont, MA 02178, Tel. #508-855-2000  
Contact: Office of Medical Records - Tel. #617-855-2446  
Fax: Medical Records Department, Correspondence Clerks

at Fax #617-855-2727 (w/ release)  
Poc Mary Schofield 617-885-2458

**F. Roger Williams Addiction Medicine Treatment Center**

825 Chalkstone Avenue, Providence, RI

Poc: Ms. Kim Cole, Tel. #456-2129, Fax #456-2081 w/release

**G. Department of Veterans Affairs:**

830 Chalkstone Avenue, Providence RI 02908

POC: Betsy M. Fabian, Tel #457-3068, FAX #457-3356 w/release

Betsy.Fabian@va.gov

**XIV. SUMMARY:**

The undersigned detective has completed an extensive background investigation into the character and fitness of \*\*\*\*, who is a candidate for admission to the Rhode Island Municipal Police Academy. The results of this investigation have been memorialized in this report which is being submitted for review.

**Note: A copy of the full background report must be sent to Testing Services at the University of Rhode Island prior to the psychological testing and a full copy must be sent to the Police Academy as part of the recruit application process as required by the Police Officers Commission on Standards and Training (12/09).**

Updated July 2018