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) 205-2500 — Fax: (401) 205-2501

Colonel Darnell S. Weaver
Superintendent, Rhode Island State Police
Director, Department of Public Safety

Lieutenant Kristopher Lagor
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 vetrecs.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 #800-268-3710.
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. Fingerprint Card w/Background check using "Purpose code for police employee".
C. RI Bureau of Criminal Identification

D. Federal Bureau of Investigation (FBI):
The FBI will no longer conduct FBI database searches on applicants/recruits. Please use your NCIC/RILETS system to conduct these

checks. If you do not have access to this, please contact the FBI CJIS unit at 304-625-2000, who may be able to assist with fingerprint submissions only.

F. **Secret Service**: Send email with release to the attention of Deborah Heaney: Deborah.heaney@usss.dhs.gov , Office #331-6456

G. **DEA:** **NOTE: Effective April 1, 2022, the DEA Providence office will no longer conduct database/background checks for municipal applicants. This will no longer be a requirement for RIMPTA Background checks. However, if there is a specific concern on an individual you are conducting a background check on in connection to a DEA investigation as reflected in NCIC records, please contact Special Agent Alan Sims at Alan.J.Sims@dea.gov or 571-362-8678.

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 FAX # 462-0829 (along with a release form, please provide name, license number, and/or DOB and info will be mailed to you

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: Carrie Potter Office #752-7204, FAX 752-7247 (please provide individual's DOB) rid_ecf_intake@rid.uscourts.gov

B. RHODE ISLAND SUPREME/SUPERIOR COURT

Address: 250 Benefit Street, Providence RI

1. **Superior Court** Clerk Steven Burke, #222-4340, FAX #222-2701

   Check for any civil cases as well.

2. **Supreme Court** Justin Coutu, 222-3272, FAX 222-3599
   Information: Standing, payment of dues
   Note: email requests preferred, send to supremecourtclerksoffice@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: 148 W. River Street, Providence, RI 02904
Poc: Office personnel Tel #222-3983, FAX #222-1309
corporations@sos.ri.gov w/release

B. RI DIVISION OF TAXATION:

Address: One Capital Hill, Providence, RI
POC: Carlita Annicelli Tel. #574-8806, Fax # 574-8919 (w/ release)
carlita.annicelli@tax.ri.gov

C. RHODE ISLAND LOTTERY:

POC: Lieutenant Daniel Fleming, Daniel.fleming@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 and preferably by email: JDeClerck@mptn-nsn.gov .

Mohegan Sun. Contact Suzette Strickland, Senior Inv., Tel. #860-862-7588, FAX #860-862-8305, cell : 860-917-2336 email: sstrickland@moheganmail.com. 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 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. Butler
Poc: Ms. Linda Martins Tel. #455-6321; Fax #455-6498 (Separate release form required)

B. Eleanor Slater Hospital:
600 New London Avenue, Cranston RI.
Poc: Ms. Alyssa Carlson Tel. #462-3639, Fax #462-3525 (w/ release)

C Fuller Hospital Tel. #508-838-2253
FAX #508-761-4240 (own release) POC: Dawry Irizarry

D. High Point Treatment Center Inc.
61 Industrial Park Rd., Plymouth, MA 02360
Medical Records Unit - Tel # 781-312-7125
Fax #617-830-1064 (w/ release)
Poc. Shelli-Marie Dabkowski sdabkowski@hptc.org

E. McLean Hospital:
Note: Please complete the McLean Hospital release correctly, sign and date in the appropriate locations.

Contact: Intake Office - Tel. #617-726-2361
Fax: 617-726-3661 (w/release and reference McLean Hospital)

F. Roger Williams Addiction Medicine Treatment Center
825 Chalkstone Avenue, Providence, RI
Poc: Natalie, Tel. #456-2129, Fax #456-2081 w/release

G. Department of Veterans Affairs:
830 Chalkstone Avenue, Providence RI 02908
POC: Ray Laney, Tel #457-3068, FAX #457-3356 w/release

☐ **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 Background Investigation Verification Form 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, 2026