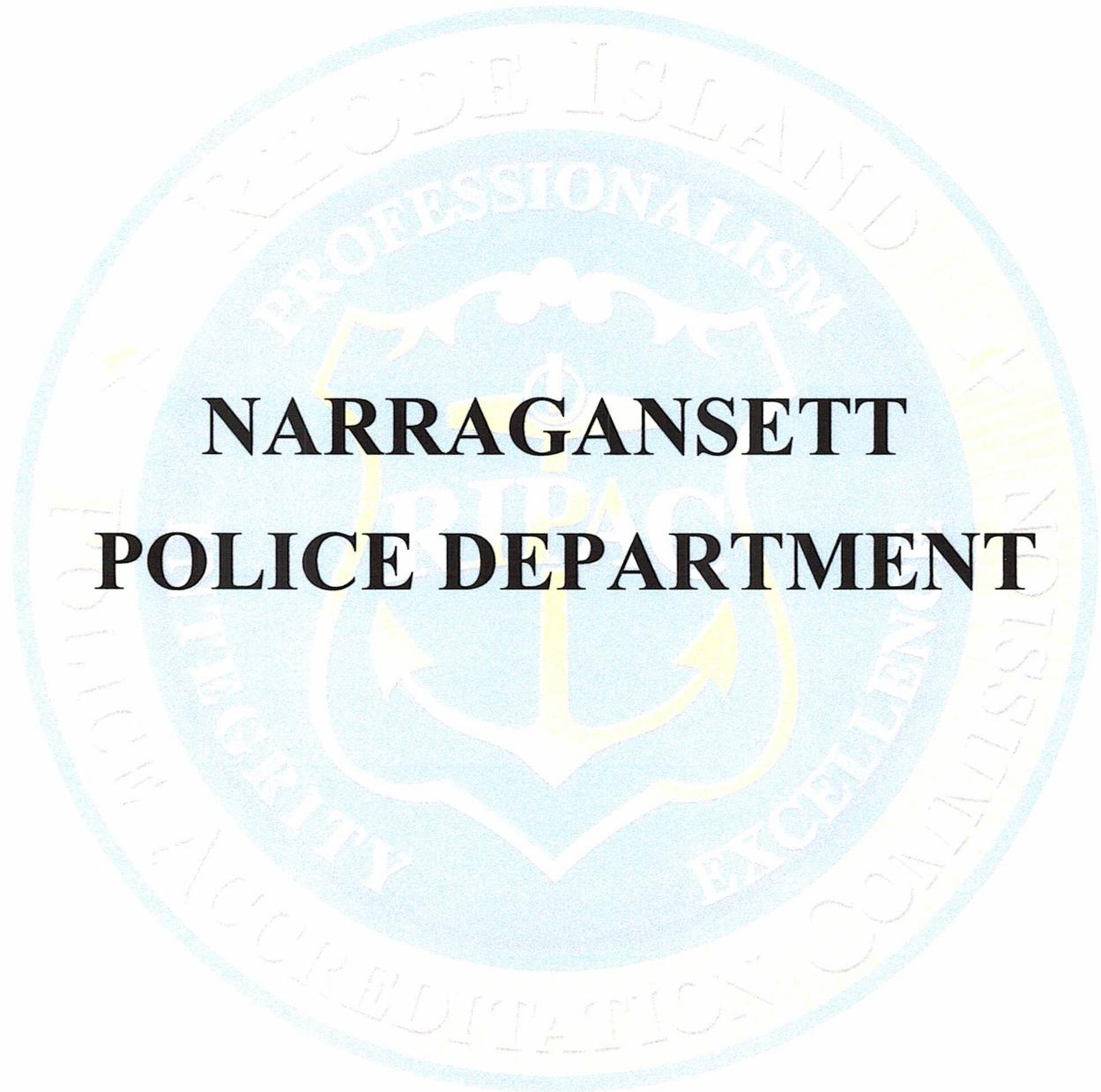


RHODE ISLAND POLICE ACCREDITATION COMMISSION

“Recognizing Professional Excellence”



**NARRAGANSETT
POLICE DEPARTMENT**

ASSESSMENT REPORT

September 2015

**Narragansett Police Department
Assessment Report
June 2015 2014**

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A. Agency name, CEO and AM

Narragansett Police Department
Chief of Police, Dean Hoxie
Accreditation Manager, Captain Sean Corrigan

B. Dates of the On-Site Assessment

June 18, 2015

C. Assessment Team

1. Team Leader: Captain Alan Milligan
Cumberland Police Department
1380 Diamond Hill Road
Cumberland, RI 02864
2. Team Member: Sergeant Laurie Ludovici
Rhode Island State Police
311 Danielson Pike
North Scituate, RI 02887

D. Type of On-site

First RIPAC accreditation, (56 personnel; 40 authorized sworn and 16 non-sworn)

The agency utilizes PowerDMS accreditation management software.

E. Community and Agency Profile

Community profile

The Town of Narragansett is a year-round community as its beaches remain a popular summer destination. Tourism continues to play a major role in the local economy of the town. According to the United States Census Bureau, the town has a total area of 37.8 square miles, of which, 14.1 square miles of it is land and 23.6 square miles of it is water. The Town of Narragansett is heavily influenced by its seasonal populations. Unlike most other towns in Rhode Island, Narragansett experiences large population fluctuations depending on the time of year.

Governmental Organization

The Town Council is the governing body for the Town of Narragansett and consists of five members who are elected every two years. The Chief of Police is responsible to the Town Manager, who is appointed by the Town Council, and is responsible for the day to day operations of the town.

Agency profile

The Narragansett Police Department is comprised of 56 members, which includes 40 sworn officers and 16 civilian personnel (including part-time employees). The department has an estimated annual budget of \$4,865,000. The department is a full-service law enforcement agency and is organized in traditional, paramilitary fashion. The police department is composed of the following four divisions; the Patrol Division, the Detective Division, the Prosecution Division and the Administrative Division.

Narragansett Police Demographics Report

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment t Sworn Officers		Prior Assessment Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian	15,005	97	8,952	97	37	92	1	3				
African-American	123	<1	74	<1	1	3	1	3				
Hispanic	273	2	166	2	2	5	0	0				
Other	32	<1	37	<1	0	0	0	0				
Total	15,433	100	9,229	100	40	100	2	6	n/a		n/a	

- Note: The Census Bureau does not consider Hispanic a race, but rather an ethnic group
- Percentages are approximate
- Service population taken from: Rhode Island Department of Labor & Training
- Available Workforce taken from: City-Data.com
- Available Workforce demographic percentages estimated from service population.

The agency provided a breakdown of available workforce as 97% Caucasian, <1% African-American, 2% Hispanic, and <1% Other. The agency's personnel demographics consist of 92% Caucasian, 3% African American and 5% Hispanic. Females account for 6% of the sworn staff. The agency has developed a recruitment plan in an effort to attract qualified minority and female employees.

Future issues

The Narragansett Police Department continually strives to improve police service in an efficient and cost effective manner. The department has been managing this through the use of predictive policing. Predictive policing involves collecting data from multiple sources, analyzing it and then using the data to anticipate, prevent and respond more effectively to crime and disorder. This targeted enforcement strategy along with traditional community policing strategies of engaging local stakeholders has led to great strides being made in reducing the issues presented from the large student renter population in town.

The department is also responding to the national movement for police professionalization utilizing state accreditation. One tool the department has invested in and will continue to develop in the future to accomplish this is Power-DMS. Power-DMS is an administrative computer program that aids the department in effectively training and documenting training of its members in professional standards. As training is a critical component of law enforcement which has proven challenging to fund, the Narragansett Police Department will be able to provide the required training while keeping costs down with this invaluable program.

CEO biography

Chief Hoxsie joined the Narragansett Police Department in 1984. In 2010 he was promoted to chief and has held that position throughout. As the chief he is responsible for the effective management of all staff and the oversight of the department's budget. The department's oversight also includes dispatch, harbor master and animal control personnel. Chief Hoxsie served as the interim town manager from June 2012 until February 2013. Chief Hoxsie holds numerous certifications and belongs to the Narragansett Lions Club and volunteers throughout the town.

Chief Hoxsie holds a Bachelor of Science degree in Administration of Justice with a minor in Public Administration from Roger Williams University. Chief Hoxsie is a born and raised native of Narragansett where he currently lives with his wife. They have three sons.

F. Public Information Activities

Telephone Contacts

The Public Information Telephone Session was conducted on Thursday, June 18, 2015, between 1:00 PM and 2:00 PM. The assessors did not receive any calls during this session.

Media Interest

During the course of this on-site no media representative contacted the assessment team.

Public Information Material

A press release detailing the on-site activities and announcing the public hearing/telephone call-in was distributed to numerous area media organizations well in advance of the team's arrival. The *Narragansett Times* published the press release on May 29, 2015

Community Outreach Contacts

There were no community contacts during this assessment.

G. Essential Services

Law Enforcement Authority and Role, Management, and Work Conditions and benefits. (Chapters 1-3)

The Narragansett Police Department (NPD) follows the tenet of management structure in a comprehensive and professional manner. They fully account for their organizational structure and follow a strict chain of command which aids them in the success of this chapter with accountability, duty to obey, command protocol all driven by a comprehensive written directive system.

The authority of sworn members, including the legal authority to carry and use weapons, is provided by Rhode Island law. It was clear that the Constitutional rights of citizens are protected, including search and seizure, interview and interrogation, and right to legal counsel.

Biased based police tactics are strictly prohibited and the agency takes great strides in monitoring the actions of its officers and providing training. A very thorough review is conducted annually. The review includes field interviews, traffic stops, assets seizure, complaints, etc. There were no complaints of biased policing during this assessment

The Narragansett Police Department displays its role and authority within the community in a professional manner. They have a comprehensive set of policies and procedures in place to ensure that their authority is not abused and that all officers are accountable for their actions. The necessary reporting requirements for use of force incidents is strictly adhered to and reviewed on an annual basis. The training requirements for use of force as well as firearms is very well documented and professionally carried out.

A Use of Force report is required any time an officer discharges his/her firearm on or off duty, when an action by an officer results in or is alleged to have resulted in, an injury to him/herself, the person being arrested or others. A report is also required when less lethal force is applied and where physical force is used to overcome resistance in an effort to compel compliance.

The Firearms Course POST submission is an important document which focuses on the importance of proper certified training of department personnel in their firearms. The Narragansett Police Department did an outstanding job at documenting the training, attending the POST hearings, and submitting all necessary documents.

Use of Force

	2013	2014
Firearm	3	2
ECW	3	3
Baton	0	0
OC	3	2
Weaponless	3	3
Total Types of Force	12	10
Total Use of Force Arrests	10	8
Complaints	0	0
Total Agency Custodial Arrests	543	500

The reportable use of force incidents were less than 2% of the number of arrests made during this assessment period. The number of custodial arrests made by the department has remained consistent with no complaints received concerning the use of force. All of the firearm uses of force incidents were for firearms presented with no discharges. In both years there were three ECW deployments and with only one actual discharge of the ECW. There was one use of force in 2014 in which the K9 was deployed for crowd control security with no bite. The department credits consistent documented training and a continuous review process for the low occurrence of force and the absence of citizen complaints.

The Narragansett Police Department has very detailed job descriptions encompassing all positions within the police department. Grievance procedures, promotional processes, and performance appraisals are all diligently adhered to and appear to be well respected by all employees.

Formal Grievances

Grievances	2013	2014
Number	1	0

During this assessment period one grievance was filed by an officer appealing a two day suspension. The grievance was resolved at the Town Manager’s level where the suspension was reduced to one day. A department policy that promotes communication and mutual respect between the union and the Chief of Police has made grievances a rare occurrence.

The agency’s Personnel Early Warning System is designed to assist in the identification of employees who are experiencing difficulties. The system requires an employee review if a pattern is noted involving specific indicators to include but not limited to; poor performance, citizen complaints, disciplinary actions, use of force incidents, etc.

The collective bargaining agreement fully explains all benefits and work conditions enjoyed by all employees and is supported by policy. It has a direct impact on

employees as this chapter encompasses grievance procedures, performance appraisals, and the promotional process.

Sworn Officer Promotions

	2012	2013	2014
GENDER / RACE TESTED			
Caucasian/Male	26	0	17
Caucasian/Female	0	0	1
African-American/Male	0	0	0
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
GENDER/ RACE ELIGIBLE AFTER TESTING			
Caucasian/Male	26	0	17
Caucasian/Female	0	0	1
African-American/Male	0	0	0
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
GENDER/ RACE PROMOTED			
Caucasian/Male	1	10	5
Caucasian/Female	0	0	0
African-American/Male	0	0	0
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0

Note: the 2013 promotions tested in 2012.

The agency conducted two promotional processes during this assessment period. As depicted by the chart above, the agency had forty-four officers to include one female vying for a total of sixteen promotions during this assessment.

Recruitment and Selection, Professional Standards and Training (Chapters 4-6)

The Narragansett Police Department utilizes a comprehensive and informative Recruitment Plan. This is the first time such a plan was implemented and it was very well comprised. All the necessary steps needed to ensure a successful recruitment drive are followed and well supported by written directives including the state specific directive for Background Investigation.

Successful recruitment of qualified candidates is a daunting task that requires attention to detail and adherence to defined criteria laid out in a well-developed recruitment plan. The agency's written directive addresses all these concerns and are very well developed. The Town is an equal opportunity employer, and the agency ensures all applicants are given an equal opportunity for employment, regardless of race, sex, creed, color, age, religion, national origin, or physical impairment.

Sworn Officer Selection Activity in the Past Two Years

Race/Sex	Applications Received	Applicants Hired	Percent Hired	Percent of workforce population
Caucasian/Male	*	8	4%	97%
Caucasian/Female	*	1	<1%	
African-American/Male	*	0	0%	<1%
African-American/Female	*	1	<1%	
Hispanic/Male	*	0	0%	2%
Hispanic/Female	*	0	0%	
Other	*	0	0%	<1%
Total	235	10	5%	100%

- During the assessment period Narragansett did not inquire about the race or ethnicity of applicants.
- Future recruitment drives will provide statistics through an informal poll of applicants.

It is apparent through the written directives and proofs that the Narragansett Police Department sets a high bar for their level of professional standards. Their code of conduct, stance on workplace harassment, and accountability system all contribute to a low incidence of complaints waged against employees. Their disciplinary and appeals procedures all seem to work equitably which all ties back to accountability making a closed-loop system which affords feedback.

It cannot be emphasized enough that accountability, and the holding of employees to their accountability, is a cornerstone of any successful endeavor. Furthermore, disciplining employees when they fall outside of their responsibilities is vital to keeping the entire system strong. The Narragansett Police Department holds their employees accountable and is not afraid to discipline, both positively and negatively, when the need arises. This practice establishes a firm footing where everyone knows where they stand therefore ensuring continuity in the written directives that guide them.

Personnel Actions

	2013	2014
Suspension	2	2
Demotion	0	0
Resign In Lieu of Termination	0	0
Termination	0	0
Other	1	5
Total	3	7
Commendations	24	23

During the assessment period ten (10) employees were disciplined. Four (4) officers were suspended for violations of rules and regulations under the prohibited conduct section. Five (5) employees received an oral reprimand (4 officers/1 dispatcher) for violations of rules and regulations. One (1) officer received a written reprimand for

violations of rules and regulations. It is evident from these statistics that the department is addressing personnel matters as they arise. The department credits the agency's early warning system and awards policy for creating a work climate that does not require frequent negative discipline in order to maintain standards. The number of commendations during the assessment period is a testament to the exceptional work of the members of this agency.

Complaints and Internal Affairs Investigations

External	2013	2014
Citizen Complaint	3	2
Sustained	0	1
Not Sustained	1	0
Unfounded	1	0
Exonerated	1	1
Internal		
Directed complaint	7	3
Sustained	0	0
Not Sustained	6	2
Unfounded	1	0
Exonerated	0	1
	0	0

During the assessment period department supervisors and internal affairs conducted 15 investigations of department members that were initiated by either a citizen or by a department member. One (1) of the five (5) citizen complaints was sustained, which resulted in a suspension. Eight (8) of the ten (10) internally generated investigations were sustained. The resulting discipline ranged from re-training to suspensions. All of the investigations were for violations of policy, procedures, rules and regulations. There were no criminal investigations of department members during the assessment period. The department recognizes the importance of holding its members accountable for their actions in order to maintain department discipline and public trust.

The training component of the Narragansett Police Department is well developed and implemented. Lesson plans are defined and convey what training is to be performed and what will be expected from that training. The training records are meticulous and this is in part to using PowerDMS as a records management system. All required trainings were met and the FTEP program appears to be well developed affording new officers the best introduction to being a safe, solo officer.

The training function of any police department is vital to the overall operation of that department. In service training reinforce the necessary tools that officers need to stay fresh and do their jobs to their highest potential. Lesson plans help define what training objectives need to be met, and annual training ensures that officers receive the newest information. Tracking this training is equally as important as the training itself as it helps

to limit potential liability issues proving that officers receive the necessary training at regular intervals.

Patrol, Investigations, Juveniles, Homeland Security and Traffic (Chapters 7-11)

The backbone of any police department is the patrol division. Without proper initial response, follow-up and case closer rates can be challenging. The Narragansett Police Department patrols their jurisdiction with authority and professionalism which keeps the citizens, both resident and visitor, safe within the town limits.

The Town of Narragansett covers 14 square miles of land with an additional 23.5 square miles of waterways. The town's population according to the 2010 census is 15,868 but swells to over 34,000 with beach and tourist activity. The Narragansett Police Department patrols this area and services this population with a sworn force of 40 officers. With the guidance of strong policies, the police department is well equipped to respond to any call for service that they may receive.

Vehicle Pursuits

	2013	2014
Total Pursuits	3	2
Terminated by agency	1	0
Policy Compliant	3	2
Policy Non-compliant	0	0
Accidents	1	0
Injuries: Officer	1	0
: Suspects	0	0
: Third Party	0	0
Traffic offense	1	0
Felony	2	0
Misdemeanor	0	2

The pursuit policy is structured to ensure the safety of the officer involved as well as the community without losing sight of apprehending the violator. The agency's pursuit procedures are comprehensive and comply with Rhode Island state statute. During the assessment period the department was involved in five pursuits with one being terminated by the officer in charge. All were reviewed and found to be compliant with department policy. In 2013 there was an incident where the suspect struck a plainclothes detective and an unmarked detective car with his vehicle. The suspect was then pursued and taken into custody by uniformed officers.

Traffic Warnings and Citations 2013

Race/Sex	Warnings	Citations	Total
Caucasian/Male	2212	1001	3213
Caucasian/Female			
African-American/Male	81	23	104
African-American/Female			
Hispanic/Male	70	24	94
Hispanic/Female			
Asian/Male	28	10	38
Asian/Female			
OTHER	0	2	2
TOTAL	2391	1060	3451

Traffic Warnings and Citations 2014

Race/Sex	Warnings	Citations	Total
Caucasian/Male	2968	1578	4546
Caucasian/Female			
African-American/Male	140	40	180
African-American/Female			
Hispanic/Male	127	28	155
Hispanic/Female			
Asian/Male	30	23	53
Asian/Female			
OTHER	4	0	4
TOTAL	3269	1669	4938

In keeping with the agency's philosophy of community service, officers are encouraged to use discretion when addressing traffic issues. As depicted in the traffic data tables, officers issue warnings much more frequently than they issue traffic citations.

The Narragansett Police Department has a sound set of policies directing their officers in the execution of uniform traffic enforcement, direction & control, escorts and general assistance. The Department displays a commitment to keeping the roadways of their town safe for travel by all residents and visitors.

The Narragansett Police Department Detective Lieutenant is charged with assigning all investigations or follow up investigations within the Detective Division. There is a case screening system in place to ensure each are reviewed against certain criteria and properly assigned. The Department uses RMS to properly track each case status and assignment. All sworn personnel received Suspicious Activity Report (SAR) Training. The Department takes an active approach in removing vice, drug and gang crime activities from their community.

The Detective Division maintains 24 hour investigatory coverage via an on-call system. The Detective Lieutenant is in charge of ensuring this roster is accurate, available and utilized as needed.

The Narragansett Police Department takes special care to ensure juveniles are treated properly by immediately classifying their behavior as criminal, wayward offenses or status offenders/non-criminal as appropriate, ensuring they are safe from harm and protecting their constitutional rights. The policies and facilities are in place to ensure sight/sound separation from adult inmates, juveniles are not held longer than 6 hours and non-criminal offenders are not held in a secure area per the Juvenile Justice & Delinquency Prevention Act of 2002.

The Department is committed to the creation of new programs and the support of existing programs designed to prevent juvenile delinquency. Members are “encouraged to be involved within the community and in particular to create, support, and/or participate in programs that enhance the positive development of young people.”

The Department has an “All Hazards” policy in effect to handle a multitude of potential situations, both planned and unplanned events, occurring within their town. The Department handles major operations within the town flawlessly as exemplified by the execution of the annual Blessing of the Fleet Road Race and associated activities, within the town. This event draws thousands of visitors, traffic, crowds, etc. to the town during a one weekend event. The Department utilizes its planning function well to ensure the community remains safe throughout the event. The Department responded admirably to severe weather events “Hurricane Sandy” and “Winter Storm Juno” during the assessment period.

Year End Crime Stats

	2013	2014
Murder	1	0
Forcible Rape	7	2
Robbery	1	2
Aggravated Assault	6	5
Burglary	48	39
Larceny-Theft	178	183
Motor Vehicle Theft	10	14
Arson	1	1
Total Calls For Service	19,758	20,999

The most significant crime problem for Narragansett is thefts. All divisions within the agency work hard to be proactive in order to maintain high quality of life standards for residents and guests of Narragansett. The department utilizes an evidence based policing strategy to problem solve and to efficiently utilize resources to prevent crime and disorder in town. The department utilizes such resources as walking beats, bike patrol, and saturation patrol. Narragansett Police responded to 19,758 calls in 2013 and 20,999 in 2014 a nearly 10% increase in call volume.

Prisoner and Court Related Activities, Communications, Records, Evidence Collection and Property Management (Chapters 12-16)

The Narragansett Police Department is committed to the overall safety of both Police Officers and detainees during transportation. All patrol vehicles are equipped with safety barriers between the front and rear seats.

The agency has a specific room for detainee processing within the holding facility. The room contains a booking computer, AFIS system and Breathalyzer. The room is under recorded video camera and the camera remains on the detainee during the booking process to ensure the safety of the subject. Signage preventing firearms from entering the holding area are prominently posted and gun lock boxes for officer's firearms are located outside the booking/holding area.

Department supervisors conduct random audits of video related to prisoner handling, processing and detention on all shifts to determine if Department policies are being properly followed. The audits bring to light both positive and negative actions in a timely manner. Future capital improvements will enhance the Department's ability to efficiently process and hold detainees while maintaining compliance with RIPAC standards.

The Department has a policy and facility that can support sight/sound separation of male/female and juvenile detainees if housed simultaneously. The agency has a memorandum of agreement with South Kingstown Police in place to house detainees requiring ADA compliant facilities. There were no occurrences during this assessment period.

Agency communications equipment for both primary and alternate systems is located at the Department Headquarters. It is properly maintained, secured and tested regularly to ensure it is available for use as needed. The Agency maintains a dispatch center with all required elements to ensure efficient and accurate communications in a timely manner.

The dispatchers have available information for officer locations, contacts and jurisdictional maps at the ready within the center. Playback is available up to 24 hours and recordings are maintained up to one year for investigatory purposes with the authorization of the Chief or either Captain.

The RIPAC accreditation program facilitated coordination between the Narragansett Police Department and the town engineer in becoming familiar with the way power sources are handled by the town.

The agency requires that all evidence and property must be logged and placed under the control of the property/evidence function before the officer ends their tour of duty. Written reports are required detailing the circumstances by which the property came into the agency's possession and guidelines exist for the proper packaging, labeling, and storage of property. The Department utilizes property label and tracking tools in RMS to maintain custody and transfer of evidence. The evidence room maintains

separate and secure areas for high risk items such as money/cash, jewelry and firearms.

Future capital improvements include improvements to the evidence room. The evidence room, as currently configured, is acceptable and has the appropriate separate storage for all high risk, high-value items. The Department conducts required audits using the “audit” feature within RMS.

H. Applied Discretion Compliance Discussion

This section provides specific information on standards found to be in compliance after on-site “adjustments” were made. Adjustments may include modifying agency policies and directives, creating documentation, and/or an alteration of the physical plant.

The agency had three standards in applied discretion.

2.2 Code of Ethics

A written directive requires a code or canon of ethics adopted by the agency be abided by all personnel and that ethics training be conducted at least biennially for all personnel.

Issue -The agency did not include civilian ethics training in their policy and they were not included in the ethics training conducted by the agency.

Agency Action - The training of civilians was conducted and completed prior to the on-site and the policy was revised to include civilians.

7.4 Roadblocks/Forcible Stops

A written directive outlines when a roadblock or forcible stopping of a vehicle is authorized.

Issue - The policy on pursuits/forcible stops covers a pursuit, but was silent concerning roadblocks or forcible stops.

Agency Action – The policy was revised to include guidelines for the use of forcible stops

11.4 Uniform Enforcement Policies

The agency has a written directive establishing uniform enforcement policies and procedures regarding:

j. Newly enacted laws and/or regulations.

Issue- The written directive listed “written warning” as an option for newly enacted laws when proofs provided stated that Narragansett PD did not issue “written warnings.”

Agency Action- The written directive was revised removing written warnings as an option.

I. Standards Noncompliance Discussion

This section does not apply.

J. Future Performance / Review Issues

4.2 Recruitment Plan Review

An annual review of the agency's recruitment plan will be conducted to ensure that objectives are being met, and if not what steps need to be taken to reach the stated objectives. Revisions to aid in reaching any goal or objective should be considered after the annual review and documented. The review will be conducted whether or not the agency held a recruitment process.

The department was in the middle of their first recruitment using their recruitment plan therefore no annual analysis was completed at this time. The next assessment team should review this standard closely to ensure that the recruitment plan is being reviewed on an annual basis.

8.2 Intelligence

A written directive describes the agency's intelligence function and must address the collection, processing, and sharing of suspicious incidents and criminal intelligence relating to criminal and homeland security activities. Procedures must be established to ensure the legality and integrity of its operations to include:

h. An annual review of procedures and processes.

The annual review of the intelligence gathering procedures and policy was not conducted for this assessment. Annual reviews will need to be provided for proof of compliance with the outlined policy during the Agency's next assessment.

K. Table: Standards Summary

	<u>TOTAL</u>
Compliance	<u>166</u>
Noncompliance	<u>0</u>
Waiver	<u>0</u>
Not Applicable	<u>34</u>
TOTAL	<u>200</u>

L. Summary

The assessment team experienced no conflicts with the agency or its staff. All proofs of compliance, in conjunction with interviews and observations, indicate the

Narragansett Police Department is in full compliance with the standards as articulated by the Commission.

Nine files were returned for additional proofs of compliance that were already in possession of the agency. The assessment team placed three standards in the Applied Discretion category. During this assessment no standard was found in non-compliance.

There have no issues concerning bias based policing, citizen complaints or excessive use of force. The lack of these concerns may be attributed to the extensive and continuous training the agency provides to its personnel and their high ethical standards and commitment to the agency and the community they serve.

M. Recommendation

In conclusion, The Narragansett Police Department is a full service law enforcement agency committed to the needs of the community. The men and women of this agency are well trained and provide exceptional customer service to the residents they serve and its numerous visitors. Chief Hoxie and his staff are to be commended for their dedication and commitment to excellence.

The Narragansett Police Department is in compliance with all applicable standards and it is the recommendation of the assessment team that the agency receive positive consideration for RIPAC Accreditation. It is understood that the findings of the team may be modified or rejected and that the Commissioners will make the final accreditation decision.



Team Leader
Captain Alan Milligan