



DEPARTMENT OF PUBLIC SAFETY
 BROWN UNIVERSITY
 BOX 1842
 75 CHARLESFIELD STREET
 PROVIDENCE, RI 02912

The Department of Public Safety (DPS) is dedicated to providing a safe environment for all faculty, staff, and students. Safety is a shared responsibility and the Department of Public Safety's highest priority is to help you develop the tools to safely navigate a large, diverse urban community.

A key element in this effort is to give you guidelines on how to effectively communicate and interact with members of the Brown University Department of Public Safety and other law enforcement agencies. This brochure is designed to increase your understanding of how to respond if you are stopped by an officer.



Resources

University Offices & Contacts

Department of Public Safety

Chief of Police • 863-3103

Professional Standards
 Manager • 863-3313

Division of Campus Life and
 Student Services • 863-1800

Office of Institutional Diversity • 863-2216

Online Information

A Guide to Citizen Comments,
 Complaints, and Inquiries
[brown.edu/about/administration/
 public-safety/forms](http://brown.edu/about/administration/public-safety/forms)

This guide offers complete information about the complaint process, links to online complaint/inquiry and commendation forms, as well as frequently asked questions.

Public Safety Oversight Committee
[brown.edu/about/administration/
 public-safety/public-safety-oversight-committee](http://brown.edu/about/administration/public-safety/public-safety-oversight-committee)

Student Rights and Responsibilities
www.brown.edu/randr
This site offers a complete overview of University non-academic disciplinary procedures administered by the Office of Student Life.

University Discrimination and
 Harassment Policy and Procedures
[brown.edu/about/administration/
 institutional-diversity/oversight/discrimination-harassment/policies](http://brown.edu/about/administration/institutional-diversity/oversight/discrimination-harassment/policies)

Providence Police Department
www.providencepolice.com
Information about the municipal agency and its personnel, to include procedures for submitting citizen complaints.

BROWN UNIVERSITY
 DEPARTMENT OF PUBLIC SAFETY

**Your basic rights and responsibilities
 when interacting with law enforcement**



DEPARTMENT OF PUBLIC SAFETY HEADQUARTERS
 75 Charlesfield Street
 Providence, RI 02912

Hours: Monday - Friday, 8:30 am – 5:00 pm
 Summer Hours: 8:00 am – 4:00 pm



Your Basic Rights and Responsibilities when Interacting with Law Enforcement

As part of our efforts to facilitate safety on campus, it occasionally becomes necessary for Brown University Department of Public Safety (DPS) officers to stop members of the University community and ask for information. Being stopped by an officer does not mean you are a suspect of a crime. To assist DPS in promoting a safe and secure environment, members of the University community are responsible for presenting their identification if it is requested.

It is important to remember that during an encounter with a law enforcement official is **not the most appropriate time to attempt to address your dissatisfaction with the officer or the situation.**

Being stopped by an officer does not always mean you are a suspect of a crime. Try to recognize that the officer has a responsibility to protect the rights and safety of all persons and may be responding as a result of a call made by a concerned community member. They also think they have reason to do so (probable cause). Maintain your composure and wait for the right opportunity to ask any questions you may have.

What Are My Responsibilities?

Students

As a student at Brown University, you are expected to abide by Rhode Island state law, and to follow Brown University policies. We anticipate that you will have positive experiences when dealing with Brown University officers, however, we feel it is helpful for you to have suggested procedures to follow. Department of Public Safety officers are authorized to enforce state laws and university rules and regulations.

At Brown University, there is a policy within the Code of Student Conduct that covers interactions with officers, including the responsibility you have to present your identification when it is requested by a university official, including a DPS officer. If you do not present your identification when requested by an officer, you can be charged through the Office of Student Life Non-Academic Disciplinary Procedures in accordance with:

Offense V. Failing to comply with the proper directive(s) of a University official, including refusing to identify oneself or refusing to present University identification to a University staff member, including members of the Department of Public Safety.

Faculty/Staff

The Brown Human Resources Department offers a “Employee Identification

Card” policy, HR Policy: 20:034, for all University employees explaining the expectations for the use of the Brown Employee Identification Cards.

As indicated in this policy, the University provides all staff with a “Brown Card” employment identification card. Employees with valid Brown Cards are entitled to use a variety of campus services limited to Brown affiliates (e.g., libraries, athletic facilities).

The Brown Card remains the property of Brown University. It is entrusted to each staff member (while employed by the University) and retired employees.

The Brown Card must be presented when seeking access or privileges determined through the Brown University One Card System or upon request of a University official.

Interactions with Law Enforcement at your off-campus residence

Searches of residences should occur with a warrant in hand. They may search the immediate location without a warrant whenever they arrest an individual, or in response to report of a crime in progress. The police must have a warrant signed by a judge to search your home, and you must be allowed to see and read a copy of the warrant. If it is an arrest warrant, look to make sure they have the right person. If the warrant is proper on its face, you must step aside and let the police enter your home.

Tear off. Peel covering from glue strip and fold in half to mail.

We Would Like to Hear About Your Experience!

The Brown Department of Public Safety cares about the quality of your experiences with our personnel. This detachable form can be completed to share any commendations, inquiries or complaints you may have related to your interaction with our personnel. Please feel free to fill out the attached comment card, seal it and mail it back to us. Please provide your name, phone and/or email address so that we may follow-up with you. All forms are viewed by the Chief of Police. Thank you.

Name:

Phone:

Email:

Comments:

What Should I Expect if Stopped by an Officer?

Remember that the first few seconds of your encounter with a law enforcement official may very well set the tone for the interaction.

You can expect:

- To be treated courteously.
- The officer to identify himself/herself when being questioned.
- The questioning to be as brief as possible.
- The officer to provide an explanation for the stop.

However, it is important to remember that this explanation may occur at any time during the encounter. You have the right to know why you are being stopped, or whether you

will be issued a citation or placed under arrest. You also have the right to know officer’s name and badge or unit number.

If you are stopped by a law enforcement official on campus, you should:

- Remain calm and respectful.
- Do not run or walk away from the officer
- Comply with the officer’s directives and identify yourself by presenting university identification.

- If involved in a motor vehicle stop, slow down and pull over as soon as possible. Keep your hands visible and turn on your interior light. Always be sure to have your driver’s license, vehicle registration, and proof of insurance while operating a motor vehicle.

- Note the name of the officer(s) you had contact with.

