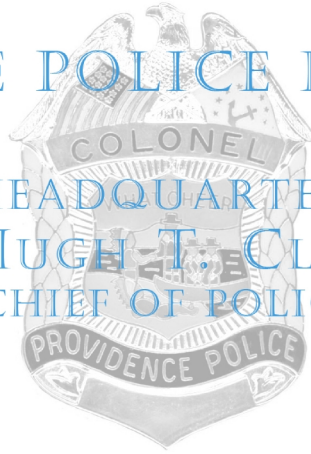


# PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS

COLONEL HUGH T. CLEMENTS, JR.  
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	120.01	7/14/2014	7/16/2014
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Written Directive System		Supersedes General Order 120.01, “Written Directives”, issued 6/17/2007	
REFERENCE		RE-EVALUATION DATE	
CALEA 12.2.1; 12.2.2		7/14/2017	
SUBJECT AREA		DISTRIBUTION	
Administration		All Personnel	

## PURPOSE

The purpose of this policy is to provide personnel with information pertaining to the Department’s formal written directive system.

## POLICY

It is the policy of the Providence Police Department to provide personnel with an effective system of written directive management.

## DISCUSSION

Clarity and rapid access to information are essential to the effective implementation of a written directive system. The system must be such that all personnel obtain a clear understanding of both their mandated and discretionary powers in carrying-out their duties in accordance with the Department’s written directives. While the intent of words such as “will”, “must”, and “shall” in any written directive is to be considered a mandate for a particular action, words such as “may”, “can”, or “normally” imply a degree of choice.

## **PROCEDURE**

### **I. DESCRIPTIONS OF WRITTEN DIRECTIVES**

- A. Written directives that are primarily in use within the Department include the following:
1. Providence Police Department Rules and Regulations relating to the conduct, duties, and responsibilities of Department employees.
    - a. The Rules and Regulations are considered to be “the statutes or laws of the Department”. They are inflexible, rigid, and definite.
    - b. The Rules and Regulations shall be compiled with by every permanent, part-time, temporary or volunteer employee of the Department.
  2. General Orders establish Department policy and apply to all personnel stated on the directive. They are written directives that establish Department policies and procedure, and shall contain, at a minimum:
    - a. A “Purpose” section, which states the aim of the directive.
    - b. A “Policy” section, which provides a statement of Department policy concerning the subject matter of the directive.
    - c. A “Discussion” section which, when populated, contains background information pertaining to the subject matter of the directive.
    - d. A “Procedure” section, which provides methods for accomplishing Department tasks.
    - e. A disclaimer.
    - f. The signatures of the Commissioner of Public Safety and the Chief of Police, or of their respective designees.
  3. Memorandums.
    - a. Directives in this classification are published primarily to inform and secondarily to direct.
    - b. Examples include, but are not limited to: parade and funeral announcements, seasonal uniform changes, changes in the Department Table or Organization, and promotional testing results.

4. Training Bulletins.
  - a. Directives in this classification are published primarily to present selected, specific issues that apply to the policing function.
  - b. Examples include, but are not limited to, information on officer safety.
5. Personnel Orders.
  - a. Directives in this classification document the movement of personnel within the Department, including but not limited to; transfers, detailed assignment, and promotions.
6. Legal Updates.
  - a. Directives which provide information relating to changes in local ordinances, State statutes, or Federal laws.
7. HR Policy Reminder Bulletins.
  - a. Directives which serve to remind personnel of information contained in current directives, including but not limited to: established prohibitions; duties; and responsibilities.
8. Internal Standard Operating Procedures.
  - a. Directives which outline procedures for carrying out specialized activities for particular groups within the Department.

## **II. INDEXING AND NUMBERING SYSTEM**

- A. General Orders will be issued according to subject matter and assigned to a general category as follows:
  1. 100 - Administration
  2. 200 - Human Resources
  3. 300 - Law Enforcement Operations
  4. 400 - Support Operations
  5. 500 - Community Services Division
- B. General Orders will be numbered according to general category, subject matter, and policy identifier number.

1. Example: The policy entitled, "Written Directive System" is numbered 120.01.
  - a. The first digit, "1", indicates the general category, "Administration".
  - b. The second and third digits, "20" indicate the subject matter, "General Management".
  - c. The fourth and fifth digits, "02" is the policy identifier number within that category and subject matter.
- C. Memorandums and Personnel Orders will be numbered in the order they are issued along with the series (i.e., year) of issuance.
  1. Example: Memorandum #1 Series 2014 refers to the first memorandum issued in the year 2014.

### **III. SOLE AUTHORITY**

- A. The Chief of Police in conjunction with the Commissioner of Public Safety, and/or their respective designees, are vested with the sole authority to issue, approve, modify, or rescind Department directives.

### **IV. DIRECTIVE DEVELOPMENT, REVIEW, AND PROMULGATION**

- A. Written directives shall be developed by and/or forwarded to the Accreditation Manager for review prior to promulgation.
- B. Prior to promulgation, all directives, whether new or revised versions of existing directives, shall be subject to review by the following:
  1. Chief of Police.
  2. Commissioner of Public Safety.
  3. Deputy Chief of Police.
  4. Division Commanders/Majors
  5. Police Union officials and/or any other persons, when deemed appropriate by the Chief of Police and/or the Commissioner of Public Safety.
  6. Accreditation Manager.
- C. All directives shall be reviewed to ensure there are no conflicts with either current directives or accreditation standards.

- D. Reviewers shall have a period of seventy-two (72) hours to review a written directive.

**V. DISSEMINATION AND MANAGEMENT OF DIRECTIVES**

- A. The Accreditation Manager is responsible for the dissemination of written directives upon their being signed by and designated as effective by the Chief of Police and Commissioner of Public Safety.

- B. Currently, the Department utilizes the PowerDMS™ document management system.

- 1. All directives are disseminated through PowerDMS™.
- 2. Acknowledgement of receipt and review of disseminated directives is documented via the PowerDMS™ e-signature function.
- 3. All Department personnel shall comply with Memorandum #13 Series 2012, entitled "PowerDMS™ Compliance Management System", which states in part:

*"Upon receiving their end-user training, personnel shall log-on to PowerDMS™ at least once per scheduled work week and whenever so directed, and shall successfully complete any outstanding inbox tasks by each task's specified due date."*

- C. The automatic archiving (in lieu of purging) of an existing directive occurs within PowerDMS™ whenever the corresponding revised directive is uploaded into the system.

- D. All written directives which bare the original signatures of the Chief of Police and Commissioner of Public Safety, or their respective designees, shall be forward to the Commanding Officer of the Human Resources Bureau and placed in binders for archival purposes.

- 1. These documents shall not be purged so as to maintain a hard-copy record of all written directives issued by the Department.

- E. The Accreditation Manager shall perform a monthly back-up of all written directives that reside within PowerDMS™.

- 1. Electronic copies of the back-up files shall be forwarded to the following areas/personnel within the Department on a monthly basis:
  - a. Commissioner's Office.
  - b. Chief's Office.

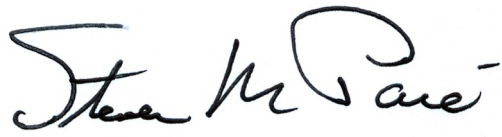
- c. Division Commanders.
  - d. Day Shift Desk Sergeant, who shall extract the contents of the back-up file to a specified folder residing on the local hard drive of the Department's Desk Sergeant computer.
  - e. Day Shift Patrol OIC, who shall extract the contents of the back-up file to a specified folder residing on the local hard drive of the Department's Patrol OIC computer.
  - f. The Commanding Officer of the Human Resources Bureau, who shall extract the contents of the back-up file to a specified folder residing on the local hard drive of his/her Department computer.
2. Upon receipt of the new monthly back-up file, the contents of the local hard drive folder shall be deleted and replaced by the contents of the new file.
  3. In the event of a Department computer network failure, the contents of the local hard drive folder shall be accessed whenever personnel have a need to view a Department written directive.

## **VI. COMPLIANCE AND RESPONSIBILITY**

- A. In order to properly perform their duties, all employees of the Providence Police Department shall thoroughly familiarize with and shall comply with all written directives issued by the Department.
- B. Every employee has a personal responsibility to seek clarification from a supervisor, up to and including, through the chain of command, the Chief of Police, whenever any directive is not clearly understood.

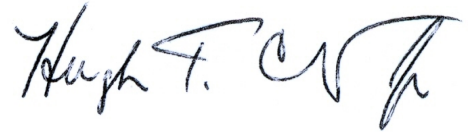
**NOTE: This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.**

**APPROVED:**



STEVEN M. PARÉ  
COMMISSIONER  
DEPARTMENT OF PUBLIC SAFETY

**APPROVED:**



HUGH T. CLEMENTS, JR.  
COLONEL  
CHIEF OF POLICE