

PROVIDENCE POLICE DEPARTMENT
HEADQUARTERS
COMMANDER HUGH T. CLEMENTS, JR.
ACTING CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	380.03	10-20-2011	10-20-2011
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Corporate Emergency Access System (CEAS)			
REFERENCE		RE-EVALUATION DATE	
CALEA 46.1.4(a),(c),(e)		10-20-2012	
SUBJECT AREA		DISTRIBUTION	
Critical Incidents		All Personnel	

PURPOSE

The purpose of this General Order is to provide Providence Police Department members with an understanding of the Corporate Emergency Access System (CEAS). It is to be used to instruct members in the proper use and application of the Corporate Emergency Access credentials and to review the enforcement provisions to be applied during the activation of the system.

POLICY

It is the policy of the Providence Police Department to ensure the safety of the lives and property of the citizens of the City of Providence. In furtherance of this policy, it is necessary to limit access to designated restricted areas during large-scale emergencies and planned events.

The CEAS program may be implemented for any emergency (examples: weather related emergencies, terrorism, large fires, civil protest, etc). Depending on the particular emergency, CEAS can be activated for a particular section of the city or the city in its entirety.

The Public Safety Police Commissioner has authorized the use of the Corporate Emergency Access System (CEAS), which expedites recovery and minimizes economic impact to private organizations and the business community during occasions of restricted access. CEAS allows employees deemed critical by the private organization or business to gain access to restricted areas by using a secure identification card when those areas can be safely entered.

DISCUSSION

The Corporate Emergency Access System (CEAS) is a program that enables employees of private businesses and organizations to gain access to restricted areas following a disaster or serious emergency by using a secure identification card recognized by the Providence Police Department. Businesses and organizations must pre-enroll in the CEAS program in order to have received CEAS identification cards. CEAS cards are not issued at the time of the event.

The Providence Police Department can implement CEAS operations following an emergency once immediate threats to life are stabilized, as authorized by the Public Safety Commissioner, or the on-scene commanding officer or OIC.

Implementation of the CEAS procedures does not prevent a sworn officer of the Providence Police Department from denying access to an authorized individual or other persons requesting entry into a restricted area if the officer believes that permitting such entry would pose a risk to essential workers, compromise the scene, or have a serious, negative impact on departmental operations.

The CEAS program is only applicable to businesses and organizations. First responders such as law enforcement agencies, fire departments, and other emergency services personnel are not affected by CEAS procedures.

PROCEDURE

I. ENTRY POINT

Designated location(s) will be established, taking into consideration the nature and scope of the emergency, at which CEAS identification cardholders and permitted employees will gain access into a restricted area after providing proper CEAS identification to a police officer manning the designated entry point(s).

II. LEVELS OF ACCESS

Each Corporate Emergency Access credential will designate an access level. At the time of the travel ban, the Commissioner of Public Safety, or his designee, will also announce what level of pass will be authorized for travel into the affected area:

A. Entry level X – All access prohibited

1. Conditions pose an imminent danger to life. NO ONE IS PERMITTED WITHIN THE DESIGNATED AREA; or
2. An event has occurred and CEAS has not been activated at this time.

B. Entry level D – Direct involvement only

1. All employees of companies that, in conjunction with government authorities, are directly involved in alleviating the effects of the emergency will be allowed access during Entry D. Companies included in this category will be specifically defined at the time of the occurrence. Their employees will not be required to possess CEAS credentials, but will gain entry to perform emergency work based on existing company identification.

C. Entry level C – Critical Industries

1. Along with Entry D access, essential employees of critical industries will be granted access.

D. Entry level B – Basic Functions

1. All companies

In addition to Entry D and Entry C access, essential employees of all companies with CEAS credentials will be permitted entry, to enable a basic functioning of business operations until the emergency condition ends.

E. Entry level A – All Permitted

1. Vehicle limitations

Conditions require the limitation of vehicular traffic to only Essential Employees (Entry D, C, and B authorized). A CEAS credential within a designated emergency zone will be required only for an employee who is driving. Non-credentialed employees will be permitted entry if it is made by public transportation, car-pooling with an essential employee (one possessing a CEAS credential), or by non-vehicular means.

III. EXEMPTIONS FROM THE BAN

Persons engaged in or traveling from the following activities may be exempt from the travel restrictions:

1. Governmental security & maintenance
2. Health and hospital services
3. Medical, pharmaceutical and hospital suppliers
4. Wholesale and retail food distribution
5. Public utility services
6. General distribution print and broadcast media activity
7. Police and Fire Protection

8. Publicly Owned or publicly contracted tow trucks, wreckers, snow plows and snow removal equipment
9. Mass public transport
10. Fuel supply activity
11. U.S. Postal delivery
12. Red Cross
13. Salvation Army
14. Other exemptions will be handled on an individual basis. Officers will be notified of these added exemptions by email and/or radio.

Persons claiming to be exempt per the above should produce employee credentials validating their exemption.

IV. OFFICER DISCRETION

Officers are to use their discretion when enforcing the Corporate Emergency Access Plan. If the specific conditions warrant a higher level of restriction than announced, the officer enforcing the travel restrictions may enforce the restrictions at a higher level.

V. AUTHORIZED CREDENTIALS

DESCRIPTION

- A. Passes will have picture and description of legitimate pass holder and the name and address of the place of employment as indicated in example below. Exception: the CEAS Flex card (limited distribution) does not have a picture but is tied to a specific company and location. Flex card holders must possess a second form of ID, preferable one that ties the individual to the organization listed on the face of the card.
- B. Each credential will designate a specific access level (D, C, B, A)
- C. Credentials authorize pass holder to travel to and from address listed on pass only.

Note: The access credential cannot be used for personal travel. Family members cannot use the credential unless they are accompanying the pass holder -directly and immediately- to or from his/her workplace during a Level A activation. The authorized pass holder must be present in vehicle.

*Credentials cannot be loaned or given to another employee

VI. SAMPLE CARDS

(SEE ATTACHED)



OFFICERS SHOULD INSPECT THE FOLLOWING CARD FEATURES TO DETERMINE AUTHENTICITY:

City of Providence, RI - Card Description



Front

Program Region – Indicates the jurisdiction of issue

Access Level –ensure card corresponds to announced level of activation (Access Level B or C)

Photo – ensures identity of the cardholder

Industry Affiliation – Indicates business sector affiliation

Organization Name - Shows name of employer

Expiration Date – ensures validity of card

Cardholders Name - can be held against a second form of ID if necessary

Security Features-

- Holographic laminate (not shown) embedded with the "CEAS" logo across the card
- Micro text lettering and design pattern in the cardholders name panel with the "CEAS" logo

Access Address – ensure location is within the restricted area being accessed.

City Seal – Should be consistent with the program region name at the top of the card

CEAS logo, Identifier and Bar Code – This identification number/bar code if checked electronically will authenticate the validity of the card



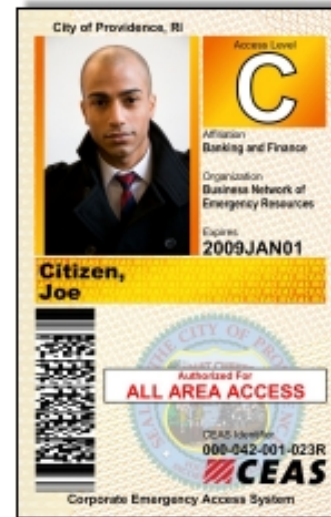
Flex Card

Have no photograph but are assigned to a specific company. The Flex Card MUST be accompanied by another form of government issued photo identification and/or proof of employment by the Organization listed on the face of the Card.



Multi-Facility Card

Indicates the Cardholder is authorized to access more than one facility. The card will display the primary company address. Additional facility addresses can be verified through BNET if necessary.



All Area Access Card

Indicates that the cardholder's entry is NOT address restrictive.

Card Back

The back of all CEAS cards contain a disclaimer, the BNET logo, magnetic stripe, bar code and return address. The serial number at the bottom of the card should be the same as the CEAS Identifier on the front



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:

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COMMISSIONER
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