

SECTION 100 - FORMAL ORGANIZATION

The Providence Police Department shall consist of the Police Department and the necessary employees. The Police Department shall consist of those members of this Department who are duly sworn and vested with police power, and the employees shall comprise all employees of this Department who are not police officers, and shall include uniformed employees such as crossing guards and meter checkers.

The Department shall be organized with such divisions, bureaus, and units as may be established by the Commissioner. The strength of the Department shall not exceed the numbers authorized by ordinance for the several ranks and positions in the Department.

The Department shall consist of the following divisions: Headquarters, Administrative Staff, Uniform, Investigative and Homeland Security.

HEADQUARTERS shall be comprised of the Commissioner of Public Safety, as head of the Department; the Chief of Police, as Chief executive Officer under the direction of the Commissioner; and the Deputy Chief of Police, as the Administrative Assistant to the Chief of Police. The Grants Coordinator and Purchasing Office shall be under the immediate direction of the Commissioner of Public Safety. The Office of Professional Responsibility and Special Projects Bureau shall be under the immediate direction of the Chief of Police and Deputy Chief of Police.

ADMINISTRATIVE DIVISION shall consist of the following bureaus and units: Accreditation Unit, Human Resources Bureau, IT/Computer Services, Prosecution, Boot Squad, Court Officers, Municipal Court, Property, Evidence, and Supply, Automotive, Communications Liaison, Weapons Bureau/Homeland, Marine Unit, Dive Team, Executive Security & City Hall Security, Special Response Unit, Training Bureau, Police Academy, Event Planning, and Records Bureau. The Director of the Administrative Division shall report directly to the Chief of Police.

UNIFORMED DIVISION shall consist of the following bureaus and units: Desk Sergeant/Central Station, Prisoner Transport, Vehicle Recovery, V.I.N. Station, animal Control, Field Training, Detention, Public Safety Building Security, Detail Office, Patrol Bureau, District Commanders, Shift OICs, Motorcycle Unit, Mounted Command, Housing Unit, Traffic Bureau, Hit & Run, Parking Enforcement. The Director of the Uniformed Division shall report directly to the Chief of Police.

INVESTIGATIVE DIVISION shall consist of the following bureaus and units: Narcotics & Organized Crime, licensing, F.B.I./HIDTA Liaison, D.E.A. Liaison, Intelligence, Detective Bureau, Financial Crimes, Robbery Squad, Gang Squad, Special Victims Unit, Sex Offender Monitoring, Sex Crimes, Violent Crime Task Force, Bureau of Criminal Identification, Youth Services Bureau, School Resource Officers, F.B.I./J.T.T.F. Liaison, Fusion Center

The Director of the Investigative Division shall report directly to the Deputy Chief of Police.

101 - COMMANDING OFFICERS

101.1 GENERAL - The commanding officer of any command within the Department, regardless of his rank, is the supervisor of every person in that command. The commanding officer is responsible for the efficient performance of every member and employee under his command. Subject to the approval of the Chief of Police, the commanding officer may establish such minor regulations as deemed necessary for the discipline of the members of his immediate command and for the satisfactory control of the operation thereof.

The commanding officer shall have command authority through his assignment to a command position by a Personnel Order, or by a specific delegation of command authority by his supervisor.

101.2 DUTIES OF A COMMANDING OFFICER

- a. Any commanding officer assigned to a post within the Department, at all times, shall lead his command, make plans and decisions for its efficient operation; provide for the training and supervision of the members and employees of his command; shall foster discipline and morale and shall ensure that the mission of his command is efficiently carried out.
- b. A commanding officer shall establish whatever details and assignments which are necessary for the efficient performance of his command assignment.
- c. A commanding officer shall be responsible for the punctual reporting for duty of all personnel within his command. A commanding officer shall keep or cause to be kept a record of each member or employee's attendance, overtime, court time, call-back time, days off, extra-days off, furlough, leave of absence, military leave of absence, special duty, sick leave or suspension, and shall forward a weekly report to the Office of the Chief of Police.
- d. A Commanding officer shall report immediately to the Director any unusual occurrence or serious crime; and he shall be held responsible for the proper handling of any crime, incident or personnel matter.
- e. A commanding officer shall be responsible for keeping the Department's standard records, reports and accounts which pertain to the operation and execution of the activities under his command.
- f. A commanding officer of any command shall inspect or cause to be inspected all personnel equipment, supplies and installations assigned to his command. A commanding officer shall be responsible for the good order, proper care, use, efficiency and serviceability of all

departmental property assigned and ensure its proper use by the members of his command.

- g. A commanding officer shall constantly train the members of his command through example, precept, admonition, correction, formal and informal instruction, seminars, conferences, field and staff problems and any other suitable way.
- h. A commanding officer shall foster efficiency, good discipline and high morale among the members and employees of his command. A commanding officer shall cause to be investigated any complaint made against the members or employees of his command; any violations of departmental regulations committed by them or any conditions, incidents or situations tending to undermine the good order and discipline of his command. He shall make a full report of such investigations to his Director and the report shall contain his/her findings and recommendations.
- i. A commanding officer shall review the circumstances of the arrest of each person apprehended by any member of his command.
- j. A commanding officer shall supervise and if necessary, assist in the interrogation of all suspects detained by members of his command at the police station or at any hospital in the City.
- k. A commanding officer shall insist that every member of his/her command comply with standard police procedures and regulations for the accomplishment of the mission of his command, giving special attention to those phases that may jeopardize the safety of personnel assigned to his command and the reputation of the Police Department.
- l. The commanding officer of a line function shall respond to the scene of any serious or unusual incident, fire, accident, catastrophe or major crime.
- m. A commanding officer shall exercise practical economy in the operation of his bureau or unit and its uses of all equipment, supplies and utilities.
- n. Whenever it becomes necessary for the commanding officer of any bureau or unit to borrow a departmental vehicle, he shall make such request from the commanding officer of the bureau or the unit assigned such vehicle. No commanding officer shall refuse the use of same without proper cause. The commanding officer shall cause to be kept a record of all temporary loan of vehicles; such record shall include the name of the officer who uses the vehicle and the name of the bureau or unit he is attached to.
- o. A commanding officer shall maintain the chain of command by passing orders through his subordinate ranking officers and by keeping them

advised of changes in policies and procedures in order to maintain their sense of responsibility. He shall refuse to handle any routine action by a subordinate unless the action is brought through the normal chain of command.

- p. A commanding officer shall see that all orders are carefully read and explained to the members and employees under his command. Members or employees who, by reason of absence, have not been officially informed of such orders, shall be so instructed upon their return to duty.
- q. A commanding officer shall inspect or cause to be inspected by a supervisor of his command, between tours of duty, all motor vehicles assigned to his bureau or unit. The inspection shall include tires, fenders, body, upholstery and safety equipment to determine cleanliness and serviceability of the vehicle.
- r. A commanding officer shall submit a report in writing to the Director of his division setting forth the assigned furlough period for personnel under his/her command.
- s. A commanding officer shall without formal trial, administer official reprimands for minor violations of the rules and regulations, orders or instructions were the good of the Department and/or the individual appear to be best served.
- t. A commanding officer shall notify a member of the Stress Management Unit when any of the following situations develop:
 - 1. Any shooting incident in which a member is involved.
 - 2. Domestic or personal situations involving police officers or their family members where the Department is called to assist.
 - 3. Any serious injury to a member of this Department.
 - 4. Any serious incident involving a member or where death or serious injury resulted to a civilian.

102 - SUPERVISORS

102.1 GENERAL - In addition to the Chief of Police, the Commissioner of Public Safety may appoint other supervisors, subordinate to the Chief, not to exceed the numbers and ranks allowed by ordinance. All supervisors shall swear and subscribe to an oath of office. Supervisory ranks are designated as commander, major, captain, lieutenant and sergeant.

Supervisors shall take precedence by seniority, i.e., date of appointment in present rank. If the dates are the same, the position on the order announcing the elevation to present rank shall be the factor determining the seniority. The assigned senior officer present for duty in each bureau or unit shall be in command of the bureau or unit.

Every supervisor in the Department, by law and by these Regulations, has sufficient authority to perform his assigned mission and any supervisor who is directed to act in a capacity of rank above his ordinary or usual rank shall for that necessary time possess the authority of that rank.

Every member of the Department has a supervisory officer; namely, the next officer above him in the line of command. All supervisory officers are accountable for the proper execution of every order and, therefore, are required to supervise the execution of every order, written regulation, oral instruction or delegation of authority. The lack of his physical presence does not relieve the supervisor of his supervisory responsibilities. It is his specific duty to know who is immediate supervisory officer is and his duty to ensure that all subordinates know their supervisory officer.

102.2 DUTIES AND RESPONSIBILITIES

a. A supervisor shall be held responsible for the effective performance of his assigned duties as detailed in the Department regulations, manuals, orders (written or verbal) or in the generally accepted and traditional customs of the police service. He shall convey the intent and spirit of orders and directive to all subordinates.

b. A supervisor shall display personal and supervisory qualities that foster efficiency, discipline and morale in his subordinates. He shall set an example in sobriety, courtesy, initiative, courage, integrity, sincerity, decisiveness, judgment, fairness and devotion to duty.

c. A supervisor shall be continually responsible to members of higher rank and shall always follow through on his assignments to insure that subordinates know and understand Department policies, procedures and orders.

d. A supervisor shall promptly obey all orders of his commanding officer and he shall issue orders in a clear, concise and definite manner to his/her

subordinates. A supervisor shall not issue any order that is unlawful or in violation of Department regulations.

e. In order to maintain the unity of command, except in an emergency or when it is required for the good of the Department, a supervisor shall not give any order to a subordinate who is not assigned to his command.

f. A supervisor shall conduct personal inspections at suitable intervals to determine that all assignments are performed as ordered, anticipated results are attained; Department resources are fully exploited for the accomplishment of the police mission; and that any apparent needs or operational deficiencies of the Department are revealed.

g. A supervisor shall make an immediate, impartial report to his commanding officer relating any incident which he is aware of that involves a violation of Law or Department regulation by any subordinate member or employee of the Department. He shall similarly bring to the attention of his commanding officer any complaint lodged against any member or employee by another person.

h. A supervisor shall make certain that subordinates observe regulations, obey orders and properly execute the details, assignments and functions of the Police Department and otherwise maintain high standards of discipline.

i. A supervisor shall not abuse those under his command by tyrannical or capricious conduct, by disrespect for their dignity as human beings, or by harsh abusive and degrading language.

j. A supervisor shall inspire confidence and industriousness in his subordinate by the use of tact and giving orders and by constructively correcting mistakes. A supervisor shall test understanding of instructions with care so that the subordinate will know in detail what he is to do and how he is to do it.

k. A supervisor shall avoid, as far as circumstances may permit, the censuring of a subordinate in the presence of others and he shall be fair and impersonal in evaluating the work of subordinates.

l. A supervisor shall be responsible for the development and maintenance of proper professional attitudes of his subordinates in their dealings with the public.

m. After the completion of his tour of duty, a supervisor shall report to his relief officer all the facts and conditions relative to police business that may be necessary so that the shift section coming on duty may know what police action has been taken and what remains to be done.

n. A supervisor designated to serve as Acting Chief of Police in the absence of the Chief of Police, shall perform the functions of the Office of the Chief of Police with delegated authority of that office.

o. Upon assignment, a supervisor shall assist at, be present for, or conduct roll call in accordance with specific orders of his commanding officer. A supervisor participating in roll call shall be held equally responsible with the supervisor calling the roll for attendance of all subordinate members. He shall ensure the fitness for duty of all members and shall inspect their uniforms, weapons and equipment. He shall be responsible that all special duty assignments, orders or instructions necessary for the proper performance of the police mission are carried out.

p. Upon assignment, a supervisor shall conduct roll call for incoming members of patrol units after the completion of the tour of duty. He shall inspect their physical condition, uniforms weapons and equipment. Absence from roll call by any member shall be reported immediately to the commanding officer. Reports from the incoming shift shall be collected and delivered to the commanding officer and any notices or details shall be announced at this time.

103 - HEADQUARTERS

103.1 GENERAL - Headquarters is the center of which orders are issued and plans are formulated.

103.2 COMMISSIONER OF PUBLIC SAFETY

103.3 APPOINTMENT - The Department of the Commissioner of Public Safety for the City of Providence was created and now operates under the authority granted by the Home Rule Charter of the City of Providence Rhode Island - 1980; Article X - City Departments Section 1001. The Commissioner of Public Safety is appointed by the Mayor with the approval of the City Council.

103.4 CHIEF OF POLICE

103.5 APPOINTMENT - The Chief of Police shall be appointed by the Commissioner of Public Safety; and shall take his/her orders from the Commissioner. The Chief of Police is the highest ranking officer of the Department and is the Chief executive officer of the Police Department (ARTICLE X . CITY DEPARTMENTS, Section 1001.a)

103.6 RANK - The Chief of Police shall hold the rank of Colonel, and shall wear the insignia of that rank: gold spread eagles on the shoulder epaulets of the uniform and overcoat, and on the tabs of the shirt collar.

103.7 AUTHORITY - Subject to pertinent laws, these Regulations, and the orders of the Commissioner, the Chief of Police shall have authority over the Providence Police Department and over all its members and employees. He is responsible for administering the Department in accordance with applicable laws and regulations and ensuring that organizational objectives are being met. The Chief may also promulgate to the Department such orders or instructions, written or oral, which are not inconsistent with the law, these Regulations, or any orders or instructions of the Commissioner. General Orders issued to the Department shall originate from the Chief, by direction or approval of the Commissioner in conveying establishment of policy, changes in policy, or revoking policy. Directives and other means of conveying commands or information shall be issued in either of the following forms: memorandums, manuals, bulletins, general orders, personnel orders, operational orders or verbal orders.

103.8 DUTIES AND RESPONSIBILITIES

a. The Chief of Police shall be personally and directly responsible to the Commissioner for the execution of the police mission. He shall promptly execute all orders and observe all regulations prescribed by the Commissioner, and shall be responsible that all such orders and regulations are obeyed and carried out. He shall be directly and personally responsible

to the Commissioner for the discipline, training, efficiency and morale of the Department. He shall keep his office opened and manned during the times prescribed by the Commissioner.

- b. The Chief of Police shall make certain that the operations of all divisions, bureaus and units under his direct control mutually support one another in all matters requiring support and that a high degree of lateral cooperation and exchange of information is maintained.
- c. The Chief of Police shall institute a study of factors which might prevent the Department from functioning efficiently, including any possible morale destroying situations or influences.
- d. The Chief of Police shall visit or appoint a designee to visit, all police facilities at his discretion or per department policy, to ensure that such facilities are properly operated and maintained as befits a police installation. He shall ascertain that all books and records are kept in accordance with the requirements of the Department.
- e. The Chief of Police shall cause a general inspection to be made of all members of the Department per department policy and shall establish such other systems of inspection and control as may be necessary to ensure the efficient administration of the Department.
- f. The Chief of Police shall investigate all charges brought against any member of the Department or employee.

103.9 ABSENCE - The Chief of Police shall so regulate his office that at all times when he is absent, it shall be under the command of a commanding officer. In the Chief's absence, the Deputy Chief shall be in command of the Police Department. The Deputy Chief of Police while in such temporary command shall be regarded as the representative of the Chief and his commands shall be obeyed throughout the Department. In the event that the Deputy Chief is also absent, a designee assigned by the Chief of Police shall assume the temporary command.

103.10 REPORTS TO THE COMMISSIONER OF PUBLIC SAFETY - The Chief of Police shall report annually in writing to the Commissioner of Public Safety setting forth the condition and activity of the Department. He shall periodically report to the Commissioner on such matters as the Commissioner may deem necessary. He shall also submit to the Commissioner an estimate of budgetary and other fiscal requirements of the Police Department.

103.11 ESTABLISHMENT OF DEPARTMENTAL BOARDS - The Chief of Police shall appoint various members of the Department to serve on personnel evaluation boards, recruit screening boards, commendations boards and disciplinary hearing boards.

103.12 SUSPENSIONS - The Chief of Police, may, in his discretion, suspend from duty any member or employee of the Department for any violation of these Regulations or for any insubordination. He shall, as soon as practical, report such suspension to the Commissioner of Public Safety and shall promptly proceed with the necessary disciplinary procedures as set forth elsewhere in these regulations.

103.13 TRANSFERS - The Chief of Police, upon the approval of the Commissioner of Public Safety, may assign, detail or transfer any member or employee of the Department, to or from any assignment, whenever he shall deem such action to be in the best interest of the efficiency, discipline or morale of the Department.

103.14 - CONFERENCES WITH SUBORDINATES - The Chief of Police shall from time to time confer with his subordinate officers for the purpose of giving instructions and to promote uniformity in the administration of the Police Department.

103.15 DEPUTY CHIEF OF POLICE

103.16 - APPOINTMENT - The Deputy Chief of Police is a supervisor who is appointed by the Chief of Police, with the approval of the Commissioner of Public Safety, as his Administrative Assistant. The Deputy Chief of Police is the second highest ranking officer of the Police Department.

103.17 - RANK - The Deputy Chief of Police shall hold the rank of Commander, and shall wear the insignia of that rank: silver oak leaves on the shoulder epaulets of the uniform and overcoat, and on the tabs of the shirt collar.

103.18 AUTHORITY - In the Chief's absence, the Deputy Chief shall assume command and shall exercise authority commensurate with the responsibility.

103.19 DUTIES AND RESPONSIBILITIES- The Deputy Chief of Police is the personal representative of the Chief of Police. He/she shall assume the following responsibilities:

- a. He shall work any hours as prescribed by the Chief of Police.
- b. He shall exercise line command over the operation of the Police Department as directed by the Chief of Police.
- c. He shall perform and coordinate special administrative audits and investigations as directed by the Chief of Police.

- d. He shall assist, advise, and make appropriate recommendations to the Chief of Police in matters involving employee grievances.
- e. He shall notify the Chief of Police without delay in the event of a serious emergency incident or other occurrence which he judges to be of such importance as to compel the immediate attention of the Chief of Police.
- f. He shall activate the necessary divisions of the Department in the event of a serious emergency incident.
- g. He shall maintain a liaison between the Department and the judiciary by consulting with judges of the Municipal Court, District Court and Superior Court to enhance police - court relationships.
- h. He shall evaluate public opinion and public attitudes regarding personnel, programs methods and procedures used by the Department and shall advise the Chief of Police in all matters of public relations.
- i. He shall be responsible for the operation of the Office of the Chief of Police.

103.20 ABSENCE - In the absence of the Chief of Police, the Deputy Chief of Police shall be in command of the Police Department. The Deputy Chief of Police while in such temporary command shall be regarded as the representative of the Chief and his commands shall be obeyed throughout the Department. In his absence, a designee will be assigned by the Chief of Police to assume command of the Police Department.

103.21 DEPARTMENT INSPECTOR - The Department Inspector is a supervisor who acts as the eyes and ears of the Chief of Police. As the Department Inspector he has no command function, but has the authority to inspect, investigate, interview, observe and question any member of the Department while in the proper execution of his mission. All personnel are required to make available to the Inspector any information or record he may require. The Inspector's mission shall be to inspect, survey, evaluate and report to the Chief of Police on all phases of Department operation, efficiency, discipline and morale.

103.22 DUTIES OF THE DEPARTMENT INSPECTOR

- a. The Department Inspector shall be under the direct command of the Chief of Police and shall divide his/her time equitably among the three shifts, and he shall submit detailed weekly reports in writing to the Chief of Police covering his/her activities for the entire preceding week.

- b. He shall pay particular attention to the manner in which all supervisors carry out their command responsibilities, noting any serious inadequacy in leadership, supervision, attention to duty, judgment or decisiveness. He shall be watchful for the failure of any commanding officer to enforce all the regulations of the Department, paying special attention to those violations which tend to discredit the Police Department.
- c. He shall familiarize himself with the Department's crime statistical report and shall be prepared to render to the Chief of Police a day-by-day analysis of its implications. He shall inspect and report to the Chief of Police on all unsatisfactory conditions that have been reported.
- d. He shall maintain a satisfactory relationship with all members of this Department. He shall note and report any Department procedure that appears to be unsuitable, cumbersome or otherwise inefficient, and he shall determine whether or not the Department resources are being used to the best advantage.
- e. He shall take special note of the appearance of the members of the Department and shall make a report to the Chief of Police of his observations.
- f. He shall report to the Chief of Police relating to conditions in the community which may effect police operations and he/she shall give his appraisal of police public relations and the general morale of the members of the Department.
- g. He shall be responsible for the operation of the Internal Investigations and Inspection Division.
- h. He shall be responsible for the study and evaluation of supervisory practices within the Department.
- i. He is authorized to secure all automatic weapons, revolvers, pistols, portable radios, bullet proof vests, or other Department owned equipment or property from the possession of any member of his command who resigns, retires or is suspended, dismissed or hospitalized, or from the effects of any deceased member.

103.23 INTERNAL INVESTIGATIONS - The Internal Investigations and Inspection Division receives, processes and investigates complaints directed against departmental personnel relative to a violation of personnel integrity. The Bureau shall have a Commanding Officer who shall report directly to the Department Inspector. He shall command and direct other supervisor, members or employees as may be assigned by the Chief of Police.

103.24 DUTIES OF THE COMMANDING OFFICER -

The Commanding Officer of the Internal Investigations and Inspections Division shall subscribe to all regulations set forth in the section entitled COMMANDING OFFICERS and to the following regulations:

- a. The Commanding Officer of Internal Investigations and Inspections Division ultimate responsibility shall be to conduct an investigation into allegations of personnel
- b. He shall have primary supervisory responsibility for the review and investigation of all complaints against officers, whether these complaints are initiated by a citizen or the Department itself. While investigating a complaint of misconduct, the Internal Investigations Officer is delegated the authority of the Chief of Police for the purpose of directing the investigation.
- c. He shall upon receipt of a complaint, make an initial determination of whether to assume primary investigative responsibility for the case or to refer it to the appropriate supervisor. A supervisor's investigation may be ordered stopped at any time, and full investigative authority assumed by the Internal Investigations and Inspections Division.
 1. Allegations of minor rules violations may be investigated by the appropriate supervisor; however,
 2. Allegations of misconduct that could result in dismissal, suspension, demotion, or if criminal charges are being sought, will be investigated by the Internal Affairs Bureau.
- d. He shall be responsible for the:
 1. Maintenance of a complaint log;
 2. Maintenance of a central file for complaints in a secured area, kept in conformity with Rhode Island law;
 3. Conducting of a regular audit of complaints to ascertain the need for increased training and policy;
 4. Production of an annual summary, which shall be made available to the public of the complaints received and investigated by the Department, and their final deposition.
- e. He shall recommend to the Chief of Police that a case be referred to the Attorney General's Office for criminal charges.

103.25 ADMINISTRATIVE DIVISION - The Administrative Division has the responsibility for assisting the Chief of Police and the Deputy Chief of Police in the administration of the Department.

A number of components are necessary to assist the Chief of Police in carrying out his responsibilities as the Chief Executive Officer of this Department. These components, under the supervision of the Deputy Chief of Police, are collectively known as the Administrative Division; and are so organized because of their unique function and need for immediate access to the Chief of Police.

The Administrative Division shall assist in matters pertaining to the Department's operation by providing the necessary information on all circumstances affecting the tactics best suited for carrying out the law enforcement responsibilities of this Department. Through intensive research, this bureau shall keep abreast of all trends, conditions and practices to provide the Chief of Police with timely and appropriate solutions for problems requiring command decision.

103.26 DUTIES OF THE ADMINISTRATIVE DIVISION

- a. The Administrative Division reviews the Department's directive preparation system by reviewing proposed drafts of General Orders, Organizational Orders, Personnel Orders and other administrative memoranda prior to presenting them to the Chief of Police for his signature.
- b. The Administrative Division shall be responsible for the maintenance of a permanent file of all correspondence concerning the Police Department.
- c. They shall identify, define and evaluate problems affecting the execution of the Department mission. They shall coordinate control of all Department staff research by conducting the necessary surveys and studies to assure the immediate availability of all information needed for an up-to-date resume of the crime situation; the deployment of personnel, and the future demands for all police services within the community.
- d. They shall keep all necessary files or information and reference material to enable them to formulate plans and propose solutions of police service problems to the Chief of Police on short -term and long-term matters.
- e. They shall collect, edit, and compile all material submitted to the Chief of Police by the Commanding Officers for the Department's annual report and shall provide for its layout, printing and distribution.
- f. They shall monitor and supervise the preparation of federal grants in updating, supplementing and enhancing police services.

- g. They shall be responsible for the collection, recording and depositing in the City Treasury any and all monies collected for services rendered to the general public by the divisions, bureaus, or units of this Department.
- h. They shall maintain the records, files and information pertaining to the educational program provided by this Department to any member who intends to pursue a degree in criminal justice.
- i. They shall collect and compile all the necessary information relative to the incentive program provided by the State of Rhode Island for members who have earned a degree or are in the process of earning a degree in criminal justice.
- j. They shall receive any requests for funding such as those to be used for seminars, supplies, equipment purchases, and the like.
- k. They shall coordinate any activities or services that require members of this Department.
- l. They shall be responsible for the amending, maintaining and distribution of the Providence Police Department Manual.
- m. They shall be responsible for the developing of new forms and the examining of existing forms to determine the need for revisions or elimination.
- n. They shall be responsible for preparing and maintaining of Department maps, charts, graphs, and special purpose visual aids.
- o. They shall be responsible for the initiating and coordinating of the testing of products for the use by the Department and shall maintain a repository of product of product and vendor information.
- p. They shall maintain a repository of research and management information, including copies of research projects, studies and surveys that affect the policies, procedures, operations and management of the Department.
- q. They shall respond to selected inquires from other agencies regarding Department procedures, policies and operations.
- r. They shall be responsible for assisting the Department in the acquisition of monies for materials, supplies, attending of seminars, etc.

103.27 EXPLORER PROGRAM - The Providence Police Explorer Program is an official departmental program. The Chief of Police shall be the final authority on all matters pertaining to operating procedures of the Police Explorer Program.

In sponsoring the Explorer Post, it is the intent of the Department to provide a quality program of instruction and training in law enforcement complimented by a well- rounded program of physical fitness and recreation for interested City youths.

This program provides the Department with additional resources and opens another very important avenue of understanding with an energetic, concerned society of young people.

I. GENERAL ORGANIZATION

- a. The basic unit of the Police Explorer Program in the Post. This Department's Police Explorer Program will be known as Police Post 209.
- b. Adult leadership for the Explorer Program shall consist of one advisor and Assistant Advisors. An adult leadership committee for the of program support shall consist of at least three members, a Committee Chairman, a Secretary and a Department Liaison Officer who will maintain liaison between the Chief of Police and the Explorer Post.
- c. Advisory Committee is comprised of police officers assigned to various specialty units in the Department who will assist the Explorer Post on an irregular basis when their particular skills, talents or expertise are needed.
- d. Administrative Leave (Special Duty) is authorized for those officers assigned as Assistant Advisors for the Explorer Program when they are asked by the Senior Post Advisor to assist in Training programs or supervise details in which Post members are involved.
- e. Normally, participation in the Department Ride-Along program is restricted to once every six (6) months. This restriction will not be imposed on Police Explorer participation in the ride-along program will not be imposed on police Explorers. Explorer's participation in the ride-along program will be coordinated between the advisor, Departmental Liaison Officer, and Commanding Officer of that bureau. The Chief of Police has the final authority.

II. DUTIES AND RESPONSIBILITIES

- a. Explorer activities are divided into three major areas:
 1. Job Oriented
 2. Educational
 3. Social and Recreational
- b. Job Oriented Activities are designed to familiarize Explorers with the nature and complexity of law enforcement. These activities are to be

non-hazardous in nature and may include, but are not limited to the following:

1. Bicycle registration
 2. Fingerprinting of children
 3. Assisting with crowd/traffic control at parades and festivals.
 4. Participating as a color guard at civic functions
 5. Assisting officers as observers on patrol.
- c. After basic training, Police Explorers will be selected to go on patrol with Patrol Officers. Selection of the Explorer will be based on the maturity, age, interest, and length of participation of the member, with the minimum being one year of basic training in the Explorer program.
- d. Educational Activities - are the basic introductory training in law enforcement which is offered during the first eight months of an Explorer's membership in the program.
- e. Social and Recreational Activities - are the various activities that are conducted throughout the year to enhance the program and to provide a closer liaison between the young people and the police officers of the department.

III. RESPONSIBILITY AND AUTHORITY

- a. Explorers shall devote their time and attention to the services of the City and the department in a manner that will establish and maintain the highest standards of efficiency.
- b. To facilitate accomplishment of the Department's objectives, each Explorer shall strive to gain public support and citizen cooperation in Department programs and procedures.
- c. A police Explorer has no authority or power of arrest; and therefore, will not actively seek out violations of the law. However, Explorers are instructed to communicate to their Advisor any information coming to their attention that might indicate the need for action by the Department.

III. ELIGIBILITY

- a. Standards:
 1. Be at least fourteen (14) years of age and less than twenty-one years of age.
 2. Be enrolled in secondary education and scholastically doing well
 3. Be in good health and free of any physical defects that would cause injury to himself or jeopardize others in the program.

4. Be good sound character.
 5. Be free of any convictions of a serious crime or of moral turpitude, which a total loss of reputation or a disgrace to oneself and society.
- b. Referral Procedure - In September of each year, Explorer applications are recruited from the Providence High Schools. However, interested persons who feel they are qualified may inquire during the school year by contacting the post Advisor.

These rules and regulations governing Explorer Post 209 are in conjunction with the Student Guide which is published solely for the students involved in the program. These regulations supersede the Student Guide if contradictions occur.

103.28 STRESS MANAGEMENT UNIT - Police work has always been a demanding profession which has become more and more complicated with the stresses of the job having increase to the point that they are often difficult for individual police officers to deal with. The toll these pressures take on the health and well-being of police officers varies in kind and degree with the individual case, but virtually every officer, sometime during his career, feels their effects. The success he/she has in dealing with his particular problem depends on how much support he gets from his/her family and fellow officers.

The stress management Unit is a resource within this Department that will enable an officer to deal with job-related personal problems.

The Stress Management Unit shall comprise qualified members and employees of this Department as is indicated by the Chief of Police. This unit shall report to and deal directly with the Deputy Chief of Police.

103.29 DUTIES AND RESPONSIBILITIES OF THE COMMANDING OFFICER

The Commanding Officer of the Stress Management Unit shall subscribe to all regulations set forth in the section entitled Commanding Officers and to the following regulations.

- a. The Commanding Officer of the Stress Management Unit shall keep only those records of participation that are essential to the orderly administration of the bureau and shall see that all records and files are kept secure and confidential at all times.
- b. He shall keep an officer's participation in the Stress Management Unit absolutely restricted to himself and the officer's counselor. Neither the Commanding Officer nor any counselor shall discuss with any person the fact or any aspect of an individual's participation unless specifically requested to do so in writing by the participant. The Police Department

shall not have access to the records of an officer's participation, nor will any member of the bureau provide the Police Department with information regarding such participation, unless the participant himself requests such disclosure.

103.30 DUTIES OF STRESS MANAGEMENT UNIT

- a. Referrals made to the Stress Management Unit by any concerned person shall prompt the bureau to discreetly and tactfully make itself available to the individual needing assistance. The individual's initial and continued participation in the bureau, however, must be strictly voluntary.
- b. The Stress Management Unit shall be staffed by Providence Police personnel, the Clergy and an experienced counselor, all of who shall receive special training in counseling techniques and many of who have personally experienced the kinds of problems the bureau address. This bureau shall have a number of capabilities upon which it may draw to help a brother or sister officer who is seeking their aid.
- c. The Stress Management Unit shall provide police officers with an objective and non-judgment resources to which they can go voluntarily for advice and assistance in working out personal problems. The problems with which the bureau is concerned are job-related ones that decrease the officer's effectiveness or increase the likelihood of his being killed or injured in the line of duty. Police officers who sincerely seek assistance with any personal problem will not be turned away, regardless of the nature or magnitude of the problem.
- d. Administrative proceedings against members of the Police Department under their care and/or records of counseling, will be treated by the Police Department as privileged information; and no information given to counselors can be made available for use in administrative or disciplinary proceedings.
- e. The Stress Management Unit shall provide assistance in peer counseling or refer an officer to an outside agency. The initial and continued involvement of any officer shall be on his own volition.
- f. The Stress Management Unit will be available twenty-four (24) hours a day, seven (7) days a week.
- g. Information given by officers participating in the bureau shall, for Department administrative proceeding, be considered privileged. Counselors shall not be called by the Police Department to testify at departmental hearings.

104 - ADMINISTRATIVE DIVISION

104.1 GENERAL - The Administrative Division provides the Deputy Chief of Police and other executives with the detailed advice, information and data on matters pertaining to departmental operations. It also identifies and evaluates problems requiring decisions and studies these problems and proposes solution and plans for their approval or acceptance by the Chief of Police.

104.2 DUTIES OF THE DIRECTOR

- a. The director of Administrative Division shall supervise and actively participate in the diverse functions of his division. He shall from time to time consult with the commanding officers of other divisions to acquire sufficient knowledge of overall departmental problems, policies, procedures or other activities in order that he may completely advise the Deputy Chief of Police on all problems relating to the assignment and deployment of personnel, morale, discipline, training, manpower requirements, public relations and other departmental needs, situations or conditions.
- b. He shall cause to be made by the members of his division various studies, surveys and evaluations of all functions relating to or affecting the efficient operation of the Police Department and its services to the community and shall require the members to submit plans and recommendations. He shall also require his staff members to conduct similar studies which may be requested through the chain of command.

104.3 PERSONNEL BUREAU - In an organization as large as the Providence Police Department, the problems that concern personnel are of sufficient magnitude to require a separate bureau for their administration. The Personnel Bureau shall handle all personnel matters of the Department relating to recruitment, promotion, resignation, retirements (or other separations), sickness or injury, and leaves of absence. The Personnel Bureau shall handle the coordination of personnel medical care with functions of the health and benefit coordinator.

This Bureau shall be comprised of a Commanding Officer and such other members or employees as may be assigned by the Chief of Police.

104.4 DUTIES AND RESPONSIBILITIES OF THE COMMANDING OFFICER

- a. The Commanding Officer of the Personnel Bureau shall subscribe to all regulations set forth in the section entitled Commanding Officers and to the following regulations:
 1. He shall serve as liaison officer for the Police Department with the City Personnel Director and the City Law Department.

2. He shall be responsible for maintaining a close working relationship with the Health and Benefit Coordinator and shall procure from him/her reports concerning the current physical status of all members and employees of the Department who are injured on duty or on sick leave.
3. He shall assist Headquarters and all Commanding Officers of the department in dealing with personnel matters.
4. He shall promote a personnel recruitment program designed to attract well-qualified applicants to the police service.
5. He shall compile information and data on all personnel of the Department relating to their description, education, special skills, interests, training, assignments, competency and accomplishments.
6. He shall be responsible for the promotional process and testing acquisition for the supervisory ranks of the Department.
7. He shall act in the capacity of ex-officio member of all personnel evaluation and commendation boards, except any which is to evaluate him/her.
8. He shall be responsible for submitting timely equal employment opportunity reports concerning the number of males, females and minorities employed by the Department.
9. He shall be responsible with the task of answering interrogatories which involve the wrongdoing of an officer whereby the City and Department are being sued.
10. He shall assist Internal Affairs Bureau at all departmental disciplinary trials by making the necessary arrangements by providing for the time and place of the trial, notification of witnesses and the City Solicitor (when necessary), and the presentation of evidence and reports incident to such trials. He shall be responsible under the Federal Consent Decree, to insure that the proper processes are followed each and every time a complaint is made against a member of the Department.
11. He shall conduct a general inspection of all uniformed members and employees of the Department at least twice each year and shall make a report thereon to the Deputy Chief of Police setting forth the condition of all items of uniform and equipment presented for inspection by said members and employees. He shall inspect each item of the police uniform to see that it conforms to regulations before it is worn.
12. He shall also make frequent inspections at irregular intervals to examine the condition of uniforms being worn by members or employees while on duty and he shall condemn all or any part of the uniform that he deems to be unfit for further wear.
13. He shall be responsible for keeping files and records on the hours worked along with the furlough time accumulated by the members.

14. He shall be responsible for the coordination of the Intern program which enables college students to get a better overall view of the working of a police department.
15. He shall collect and disseminate subpoenas which are issued to the member of this Department.

104.5 INFORMATION TECHNOLOGY UNIT - The Information Technology Unit shall be an ancillary unit under the immediate command of the Commanding Officer of the Office of the Chief of Police. The unit shall operate with such members or employees as may be assigned by the Chief of Police.

This unit shall collect, review and publish crime and accident report data for the Department. It shall assist in maintaining and operating the telephone reporting system.

104.6 DUTIES OF THE INFORMATION TECHNOLOGY UNIT

- a. The IT Unit shall support the Department's operational and administrative responsibilities.
- b. This unit shall be responsible for departmental automated system planning, development and implementation of operational activities.

104.7 DETAIL UNIT - The Detail Unit shall have a member as the Detail Officer who shall be assigned by the Chief of Police. This unit shall have such other members or employees as may be determined by the Chief of Police. This ancillary unit is under the immediate direction of the Commanding Officer of the Administrative Division.

The Detail Unit shall perform such duties and work such hours as his commanding officer may direct, and shall be held strictly accountable for the detail processes.

104.8 DUTIES OF THE DETAIL UNIT

- a. The Detail Unit shall coordinate with private organizations and members of The Department paid private duty assignments on a rotating basis.
- b. The Detail Unit shall be responsible for maintaining an active list of members who wish to take private details.
- c. The Detail Unit shall prepare all the necessary schedules, forms and payroll list for the time worked by the officers.
- d. The Detail Unit shall be responsible for the billing and collection of monies for detailed work.

- e. The Detail Unit shall also be responsible for ensuring the proper operation of details.
- f. The Detail Unit shall be responsible in the periodic checks of the various detail sites to ensure coverage of these details by members of this Department. The commanding officer shall also be responsible that each officer assigned a paid detail is there on time, works the scheduled hours, and is in the full police uniform.
- g. The Detail Officer shall make a periodic report to his Commanding Officer as to the operation of the Detail Unit.

104.9 PRINT SHOP UNIT - The Print Shop Unit shall have the necessary members or employees as may be determined or assigned by the Chief of Police. This ancillary unit shall be under the immediate command of the Commanding Officer of the Administrative Division.

104.10 DUTIES OF THE PRINT SHOP UNIT

- a. This unit shall be responsible for the reproduction of all the necessary forms, pamphlets, manuals, or such material as may be required to perform the police mission.

104.11 PROSECUTION BUREAU – The structure of the prosecution bureau shall provide within the framework of the entire police mission a procedure for investigation, supervision and preparation to affect a clerical and representative relationship between the law enforcement agency of the City of Providence and the courts of the city and state. The bureau has the duty to effect a proficient coordination of the department's interrelated prosecution efforts with that of the municipal and state courts.

104.12 DUTIES OF THE COMMANDING OFFICER

- a. The commanding officer of the Prosecution Bureau shall be held accountable for the immediate management and control of the bureau's operation and shall divide his time and effort equitably in the supervision of the special duties of the members under his command.
- b. He shall assist in the accomplishment of the police mission through the efficient use of the personnel under his command and shall ensure that their training will include knowledge of all phases of the bureau's operation. He shall personally supervise their efforts and shall review the preparation and compilation of all reports, forms or other written process handled by the bureau.
- c. He shall be cognizant of any operational problem or procedure that might affect the efficiency of the police mission and shall submit pertinent facts and recommendations to his division commanding officer.

- d. He shall affix his signature to all complaints and warrants prepared by the bureau personnel and shall make oath and truth of the contents thereof before a justice of the court.
- e. He shall attend the Municipal Court, District Court, and Traffic Tribunal at prescribed times acting in the capacity of the liaison officer of the department and shall inspect and ensure the accuracy of all department prosecution matters prior to their submission to the court for disposition.
- f. He shall act as the liaison officer for the department and Superior Court when necessary.
- g. He shall cause to be kept an accurate inventory and necessary reserve of all warrants, summonses or other legal forms used by the bureau for the conduct of its business.
- h. He shall be alert for any irregularity of police matter placed before the court that might be of immediate concern to the Chief of Police, notifying him of the facts as soon as practical.
- i. He shall ensure that vital positions of the bureau are adequately staffed by competently trained personnel at all times.

104.13 DUTIES OF THE PROSECUTION BUREAU PERSONNEL

- a. Members within the Prosecution Bureau shall be accountable for the typing and filing duties designated to him by the commanding officer of the bureau and shall be held strictly responsible for the completeness and accuracy of the assignment.
- b. A member assigned to the duties of court officer shall be responsible for the alignment and daily presentation of all court arraignments and shall keep all records pertinent thereto. He shall complete and maintain the weekly trial dockets; notifying the defendant or the defendant's attorney, and the proper divisions or bureaus of the department, of the impending trial dates thereon; arrange for the court issuance of a writ of habeas corpus for any witness or defendant who is confined to the adult correctional institution and who is needed for trial on the trial date; and he shall otherwise make every effort to maintain a harmonious coordination of the doings of the bureau with that of the court.

104.14 DUTIES OF THE YOUTH SERVICE BUREAU COURT OFFICER

- a. A Youth Service Detective assigned to the duty of court officer shall act in the capacity of liaison officer for the police department, coordinating

the function of the youth service bureau with that of the family court and he shall represent all court matters referred to said court by the Youth Service Bureau.

- b. He shall inspect and ensure that all referral documents presented to the court are accurate and complete. He shall represent the department in all referral matters involving arraignment and trails. In the presentation of arraignments, he shall submit the facts and make record of the disposition thereof. In the preparation for the trial of a defendant, he shall notify the city law department; ensure that all necessary witnesses have been notified; remain in attendance at the court throughout the trial day; make record of all dispositions and otherwise represent the police department.
- c. He shall not divulge or make public any information concerning the arraignment or trial of any juvenile without permission of his commanding officer.
- d. He shall present himself at the family court neatly attired. He shall dress in professional attire. His general appearance shall be business-like and presentable at all times.

104.15 BOOT UNIT - The boot unit shall be the responsibility of the commanding officer of the prosecution bureau. This unit shall be comprised of such members as may be assigned by the Chief of Police.

The duties and responsibilities of the boot unit shall be in conjunction with the municipal court. The Municipal court will issue to the boot unit a list of vehicles which have not made payment for a specified number of violations. The members of this unit shall then search for said vehicles, and the parking violators who have not paid for parking tickets issued by personnel of this police department, will have the "Denver" boot placed on their vehicle; and later removed by this unit when payment is made for violations.

104.16 EVIDENCE / RECOVERED PROPERTY – The mission of the bureau provides for a continual and automatic procurement, storage, issue, inspection, maintenance and accounting of all the physical property of the department, except motor vehicles.

104.17 DUTIES OF THE COMMANDING OFFICER

- a. The commanding officer of the bureau shall be the Evidence / Recovered Property Officer and shall be directly responsible to the commanding officer of the Administrative Division.
- b. He shall assist in the compilation of specifications and requisitions for equipment and supplies and shall arrange for the follow-through of all procurements, provide storage for same, keep necessary

property records, and submit detailed reports of his doings to his commanding officer.

- c. He shall supervise the issuance of all expendable supplies, such as clerical, or household items and shall provide for their replacement. Upon request of any commanding officer, he shall procure replacement or repair services for any physical property item used by the department.
- d. He shall conduct inspections of the physical plant or installations used by the police department and the equipment contained therein to determine their serviceability.
- e. He shall have supervisory control over the department supply clerk.

104.18 SUPPLY UNIT - The Supply Unit shall have the necessary members or employees as may be determined or assigned by the Chief of Police. This ancillary unit shall be under the immediate command of the Commanding Officer of the Administrative Division.

104.19 DUTIES OF THE SUPPLY UNIT

- a. The Supply Unit shall assist in the compilation of specifications and requisitions for equipment and supplies and shall arrange for the follow through of all procurements, provide storage for same, keep necessary property records, and submit detailed reports of his doings to his commanding officer.
- b. The Supply Unit shall have custody of such items of equipment and supply as may be authorized from time to time by the Chief of Police. Such equipment and supplies shall include, but not limited to, office and janitorial supplies, blackjacks, batons, handcuffs, key ring holder, and wallet badge holder, etc.
- c. The supply Unit shall keep an accurate inventory of all department property under his jurisdiction and shall replenish material as needed. Before issuing or delivering any equipment of supplies, he shall obtain a duly authorized requisition signed by a commanding officer.
- d. The Supply Unit shall not sell, give away, destroy or otherwise dispose of any property belonging to the Department except upon authorization of the Chief of Police. The Supply Unit shall submit to his commanding officer a semi-annual report setting forth the purchases and disbursements during the previous six months and the current inventory on hand.
- e. The Supply Unit shall supervise the issuance of all expendable supplies, such as clerical, petroleum or household items and shall provide for their replacement.

105. - UNIFORM DIVISION

105.1 GENERAL - The Uniform Division, functioning as the tactical arm of the Police Department, shall comprise those bureaus and units directly concerned with violations and violators of the law; thereby providing for the control, coordination and cooperation so necessary to the accomplishment of the police mission to protect life, liberty and property; Enforcement of laws and ordinances; Preservation of the peace and public order; prevention and repression of crime; Detection of all violations of the law; and the apprehension of all violators of the law for prosecution.

105.2 DUTIES OF THE DIRECTOR

- a. The Director of the Uniform Division shall be responsible for the direction, planning, organization, staffing, training and control of all members of the division. He shall be responsible for the accomplishment of the police mission through the strategic and tactical operation of all bureaus and units under his command and shall see that the bureaus and units of his division support one another to obtain a high degree of lateral cooperation and exchange of information; also, he shall exert his utmost effort to deter any unhealthy intra-service rivalries among the various bureaus and units in his command.
- b. He shall make frequent inspections of the city at irregular times to determine that all members under his command are complying with standard operating procedures in the performance of their various duties, noting any condition that might jeopardize the safety of his officers, the rights and liberties of private persons and the reputation of the police department.
- c. He shall receive from the Commanding officers of each bureau and unit under his command, all written communications and reports, endorse them with his recommendations and forward them to the chief of police. He shall personally report to the chief of police on a daily basis all important activities of the bureaus and units, keeping him advised of the crime situation in the city, the effectiveness of the police action in combating crime; problems of morale or discipline, or any significant incidents or complaints which should be brought to the attention of the chief of police.

105.3 PATROL BUREAU - The mission of the patrol bureau covers a wide scope traditional police services which may be generally defined as patrolling of the city streets for the purpose of preventing crime, preserving the peace, protecting life and property, enforcing the laws and ordinances, assisting the public; also, security inspection of commercial establishments, vacant buildings, etc.; investigation of suspicious acting persons; and the checking of establishments that may be frequented by gamblers, prostitutes, narcotic peddlers or addicts, thieves or other law violators. The bureau shall make preliminary investigation of crimes, compile

necessary crime reports, protect crime scenes, control public gatherings, render miscellaneous police field services and arrest offenders of the law.

The bureau shall comprise such numbers of Commanding officers, Supervisors, Patrol officers and employees as may be determined by the Chief of police.

105.4 FUNCTIONS - The functions and responsibilities of the Patrol Bureau and the members thereof are as follows:

- a. Members of the Patrol bureau shall patrol the city of Providence and observe conditions which may facilitate or promote the commission of crime; any unwholesome conditions, questionable characters, or other police hazards that may threaten the peace and welfare of the community.
- b. Members of the Patrol Bureau shall respond to accident scenes, fires, catastrophes, or any incidents that attract a spontaneous gathering of citizens and shall keep in mind that free speech and peaceful assembly are important constitutional rights which cannot be abrogated.
- c. Members of the Patrol Bureau shall maintain frequent and conspicuous patrol to prevent crime and to ensure the security of persons and property in their area of responsibility. In addition, members shall render miscellaneous police patrol services such as aiding sick, lost or injured persons; discovering and reporting fires and fire hazards, leaking water and gas mains, sidewalk and highway defects, defective street lights, obstructions in the highway and the checking of licenses and permits, etc.
- d. In all primary contacts, the patrol officer shall obtain and record all necessary and required data relative to each crime or incident coming to his attention.
- e. Member of the patrol bureau shall make every effort to adjust and settle minor disputes amongst the public peacefully by persuasion or explanation of the laws or regulations involved. Whenever a member receives complaints over which he lacks authority as a police officer, he shall explain the limit of his jurisdiction to the parties concerned and refer them to the proper individual, agency or agencies capable of handling their problem.
- f. Members of the patrol bureau shall investigate door-to-door canvassers, beggars, suspicious acting persons and vehicles. They shall note any evidence of vice activities or juvenile delinquency and shall make preliminary investigation of crimes. In the event of a serious crime, members of the patrol bureau shall immediately notify his commanding officer, who shall in turn, notify the officer in charge of the detective bureau.

- g. Members of the patrol bureau have the responsibility to protect all serious crime scenes. Upon arriving at the scene of a serious crime, a member of the patrol bureau shall prevent the removal or destruction of or the tampering with, any evidence by anyone, and shall preserve the scene until the Detective and/or Bureau of Criminal Investigations arrives.
- h. The arrest of offenders is a prime duty of the members of the patrol bureau. Members of the patrol bureau shall make arrests of subjects in accordance with arrest laws and established police procedures. Every person arrested by the patrol bureau for any cause, unless in need of medical aid, shall be taken at once to the police station and registered in the arrest book or two hour book. The commanding officer of the patrol bureau shall deliver to the appropriate bureau any person taken into custody whenever in his opinion such action would be in the best interests of police procedure.
- i. Members of the patrol bureau are required to keep notes and records to enable them to effectively present testimony in court, before a grand jury or at an official hearing.
- j. Members of the patrol bureau shall cooperate with the members of all divisions, bureaus and units of the department.

105.5 DUTIES OF THE COMMANDING OFFICER

A Commanding Officer of the Patrol Bureau shall adhere to all the regulations set forth in the sections entitled Commanding officer and Supervisor officers and he shall also be governed by the following regulations:

- a. He shall be held responsible for the accomplishment of the police mission through the effective operation of all members of the patrol bureau.
- b. Subject to the approval of the chief of police, the commanding officer of the patrol bureau may assign members of his command on a temporary or permanent basis to motor patrol, foot patrol, detention duty or any other required police duty.
- c. He shall make frequent inspections of the city at random times noting all violations of laws and ordinances or conditions requiring police attention; and he shall ascertain whether or not members on duty are performing their assigned functions properly.
- d. He shall be alert to discover criminal activities that may indicate a need to augment regular patrols at a specific time and place.
- e. He shall see that all complaints made anywhere in the city are promptly and properly investigated by members of his command and that appropriate police action is taken.

- f. He shall cause the roll to be called for the various shifts under his command at specified times for the inspection and preparation of members for patrol duty.
- g. He shall see that each member of his command is supplied with all equipment required by department regulations or orders.
- h. When a new regulation or General Order is issued, he shall see that each member under his command receives such new regulation for insertion in his copy of the regulations of the Providence Police department.
- i. He shall require his lieutenants and sergeants to carefully supervise the preliminary investigation of crimes and direct all available resources of the patrol bureau toward the apprehension of the perpetrators or suspects, the locating and interviewing of witnesses, and the recovery of stolen property.

105.6 DUTIES OF THE LIEUTENANT

A Lieutenant of the patrol bureau shall adhere to all the regulations set forth in the section entitled Supervisors and when acting in the capacity of a commanding officer, he shall subscribe to all the regulations set forth in the section entitled commanding officers and he shall also be governed by the following regulations:

- a. He shall respond to all police emergencies of a serious or unusual nature, procure all available pertinent particulars and relay this information to the proper authority.
- b. When necessary, he shall assign an adequate force to control accidents, catastrophes, fires, strikes and other incidents which attract spontaneous gatherings of crowds and shall notify his commanding officer of such action.
- c. He shall exact strict compliance to duty by all patrol sergeants in the execution of their mission as supervisors.
- d. At the scene of an emergency, and in the absence of an officer of a higher rank, he shall take command of the situation and issue all orders to the members as needed.
- e. When on duty in the station, he shall require all members assigned to patrol duty to remain on the street and shall not permit any members to loaf or loiter in the station.
- f. During his tour of duty, he shall make or cause to be made every manner of inspection or investigation necessary to keep himself informed as to the quality of patrol services being performed.

- g. He shall supervise the taking of all reports from the complainants who appear at the patrol bureau business office and shall review for accuracy all reports from whatever source submitted or compiled within his tour of duty.
- h. While assigned to the office during his tour of duty, he shall be responsible for the proper processing of all prisoners brought to the station by members of his command.
- i. When assigned to office duty, he shall exercise direct supervision over the operation of the male and female sections of the detention unit.

105.7 DUTIES OF THE SERGEANT

A sergeant in the patrol bureau shall adhere to all the regulations set forth in the section entitled Duties of the Commanding Officer and such other duties and responsibilities as are established for the patrol bureau and the following additional regulations:

- a. He shall patrol within the limits of the area assigned to him unless otherwise ordered and shall be responsible for the efficient handling of all radio calls directed to him and the patrol officers under his supervision.
- b. He shall be directly responsible to his lieutenant and is charged with exacting the proper performance of patrol and other police duty from all members of the patrol bureau assigned to his supervision.
- c. He shall thoroughly acquaint himself with the duties of a patrol officer and shall assist and instruct the patrol officers under his supervision in the proper discharge of their duties.
- d. He shall be responsible for the proficiency, discipline, conduct, appearance and strict attention to duty of all patrol officers under his supervision.
- e. He shall enforce the regulations which require that patrol officers assigned to mobile units shall not go off the air or out of service unnecessarily or loiter about the police station.
- f. He shall not leave the patrol district while on duty, unless on official business connected with the police department; if such is the case, he shall notify his commanding officer regarding the time of his departure, his return and the nature of the police business transacted.
- g. Whenever a patrol officer is absent from his post, fails to register a duty call, or neglects any of his duties, the patrol sergeant shall make an

investigation of the matter and promptly report to his commanding officer.

- h. The patrol sergeant shall respond to any emergency or incident of a serious or unusual nature which may occur within his patrol area and shall take command of the situation until he is relieved by a higher ranking officer.
- i. During his tour of duty, the patrol sergeant shall personally inspect all patrol officers under his supervision as often as practicable and shall ascertain if each patrol officer is on his post and executing his duties.
- j. He shall frequently respond to routine calls for the purpose of observing the manner in which the patrol officers respond and handle their radio calls; noting their degree of promptness, their proficiency and their confidence.
- k. He shall make every effort to coordinate the activities of his patrol officers with the activities of the specialized bureaus and units of the department and shall seek the assistance of these specialized bureaus or units when needed.
- l. He shall require from his officers a proper attitude of respect and obedience at all times and shall report to his commanding officer any neglect of duty, incompetence or violation of the regulations.

105.8 DUTIES OF A PATROL OFFICER

- a. Every patrol officer, regardless of his assignment, shall be responsible for carrying out the mission of the department, namely: protection of life and property; enforcement of all laws and ordinances; preservation of the peace and public order; prevention and repression of crime; detection of violations of the law; and the apprehension of violators of the law.
- b. Every patrol officer shall familiarize himself thoroughly with his post.
- c. A patrol officer shall keep himself completely informed as to the location of possible trouble on his post, taking notice of all liquor establishments, hangouts, and gathering places of undesirable persons as well as houses or buildings used for vice operations. He shall report all places on his post wherein he believes law violations occur.
- d. A patrol officer shall obtain from proper sources and shall familiarize himself with the identification of characters on his beat who are known to the police.

- e. A patrol officer shall list all licensed establishments of any nature, including public vehicles, which are located on his post and he shall be familiar with all business conducted thereon.
- f. A patrol officer shall report all unlicensed places or persons on his post required by law to have a license and all cases where the provisions or limitations of a license are violated.
- g. Every patrol officer shall report for duty and be present at roll call at the time specified by competent authority. He shall be in the prescribed uniform at roll call and shall have on his person the Department's regulation firearm and equipment maintained in proper condition. Before going on duty, he shall acquaint himself fully with the current information published or posted on department bulletin boards; also, descriptions of wanted persons and lists of stolen or wanted vehicles.
- h. Every patrol officer shall patrol his post constantly during his tour of duty. Upon reaching the area of his patrol, he shall immediately make a complete tour of his post and inspect every accessible place of business. During his patrol, he shall vary his route of patrol so as to prevent characters of ill-repute from establishing knowledge of his patrol pattern and he shall recheck frequently all locations that require police attention. Except for police purposes, he shall not conceal himself from the public view nor shall he use any public or private conveyance to patrol his post.
- i. A patrol officer who finds it necessary to be absent from the confines of his post during his tour of duty for any legitimate purpose, not connected with police work, shall first seek permission from his supervisor. He shall give the reason for his absence and his destination. If the reason for the leaving is urgent, and permission to leave the post cannot be obtained in advance, a patrol officer may leave his post for such time as shall be necessary and immediately upon his return to the post, shall report the circumstances to his supervisor.
- j. After roll call, every patrol officer shall inspect their police vehicle for proper equipment, any minor interior or exterior damage and mileage and submit this information to his supervisor. He shall proceed without delay to his post and then shall relieve the patrol officer whose tour of duty is completed.
- k. A patrol officer who requires relief from duty because of sickness or injury shall notify his supervisor as soon as possible.
- l. A patrol officer shall not refuse to give assistance for the protection of persons and property outside of or nearby his post if such assistance requires his immediate attention. He shall return to his post as soon as possible. A patrol officer who has to leave his district to give assistance

for the protection of persons and property shall ask permission from his supervisor.

- m. Except when it is necessary in the line of duty, a patrol officer shall not engage in conversation with civilians or members of the department while he is in public view, and when such conversation is required, he shall be as brief as practicable.
- n. Every patrol officer shall take cognizance of and shall report all leaking water pipes, gas mains or sewers; he shall report all street lights, parking meters, fire alarm boxes, or traffic lights that are defective. He shall report all traffic signs, U.S. mail boxes, and power or telephone lines that are in need of repair. He shall report any other defect of public service installations or any dangerous condition of streets, sidewalks, city property or other property or condition likely to prove dangerous to the public.
- o. Every patrol officer shall report the presence of any litter, garbage, ashes, dead animals or other offensive matter found in the public highways.
- p. A patrol officer on whose post frequent offenses occur without detection or arrest of the perpetrator shall be presumed guilty of neglect of duty or inefficiency and charges shall be preferred accordingly.

105.9 SPECIAL RESPONSE UNIT - Due to the ever increasing, and unique situations that present themselves in the field of law enforcement, a specially trained unit with selected members is required. This unit is designed for any unusual occurrence of a high intensity situation, whether it be natural or a man-made disaster, catastrophe, or aggravated civil disturbance. This unit shall be activated by the commanding officer of the respective bureau in charge of the scene. When the special response unit has been called upon, the commanding officer of the scene shall also notify the deputy chief of police.

The special response unit shall be comprised of a commanding officer and other such number of supervisors and police officers as may be determined by the Chief of Police.

This unit shall be called upon for any of the following causes:

- a. To support and protect emergency units when under attack of sniper fire, assault fire, or when such gunfire is anticipated.
- b. Security for visiting dignitaries.
- c. Rescue of officers or citizens captured, isolated, or endangered by gunfire.

- d. Fire-control-point missions to keep designated areas clear of snipers.
- e. Controlled fire power in non-riot situations such as barricaded suspects.
- f. Situations that require forced entries.

The commanding officer shall be responsible for organizing and promoting training sessions that are informative and relevant to the needs of the department.

105.10 CANINE UNIT - The canine unit shall provide a crime deterrent force which shall assist all members in the department in the apprehension of criminals and the prevention of crime. Members of this unit shall carry out such assignments and patrol such areas as may be directed by the commanding officer of the patrol bureau. Police-dog teams may be used for the handling of riots or crowd control; the searching of buildings, locating lost persons, or in areas where particular police problems exist.

The canine unit shall operate within the patrol bureau. In order to maintain peak efficiency, uniformed police -dog teams shall be subject to continuous in-service training programs. The unit shall be comprised of those members as may be assigned by the chief of police.

105.11 TOW UNIT/VIN STATION - This unit shall be comprised of a commanding officer, who will report directly to the director of the uniformed division, and other such members as may be assigned by the chief of police.

The tow unit shall be responsible for the removal and disposal of abandoned autos and the releasing of autos which have been towed by members of this department. The tow unit will not release any auto which was towed for an investigation by a particular bureau. The bureau responsible for the "hold" will release the auto.

Officers who shall be assigned to this unit shall have personal contact with the tow companies authorized by the commissioner of public safety, for the towing of vehicles in order to notify the owner and to inform him as to the reason for the tow.

The commanding officer shall also be responsible to direct and command the vehicle identification station. Members assigned to this function will follow the regulations governed by the department of motor vehicles for vehicles purchased out of the state of Rhode Island for registration purposes for residents of the city of Providence.

105.12 ANIMAL CONTROL UNIT - The animal control unit shall be the responsibility of the commanding officer of the Uniform Division. This unit

will be comprised of such members as may be assigned by the Chief of police.

The animal control unit shall be responsible for the licensing of cats and dogs for city residents; and will also be a repository for animals left unattended, and those who are picked up by the animal control officer for violations of the leash law, or for any other reason.

105.13 MOUNTED COMMAND - The Mounted Command shall be the responsibility of the commanding officer of the Uniform Division and shall be comprised of police officers and other such employees as determined by the Chief of Police.

- a. A mounted officer shall be strictly accountable for his mount and all equipment assigned to him. The officer shall report in writing to the designated officer any broken or missing equipment that the officer is accountable for and any sickness, accident or injury that occurs to the officer's mount during his tour of duty.
- b. The officer shall patrol his post assigned to him and leave it only when directed by proper authority. The officer shall remain on horseback as long as continuously practicable and reasonable, unless otherwise directed by proper authority. The officer shall ensure the safety of his mount when called upon to perform dismounted duties.
- c. The officer shall not leave his mount unattended except while on duty answering radio calls or when authorized as may occur at prescribed lunch period or other department business.
- d. The officer shall train his mount and walk, and in some cases, trot at a reasonable and safe pace when going to answer radio calls or handle citizen complaints. The use of a canter or gallop is expressly forbidden except in the following situations: answering radio calls involving serious life-threatening situations, responding to calls for assistance from other police officers, chasing a subject who has committed a dangerous felony, during a prescribed in-service training session, or at times directed by proper authority.
- e. The officer will be humane in his treatment of his mount and shall be held strictly accountable for any abuse to which the animal is subjected to while in his charge. This mandate is not to be misconstrued or misunderstood in disciplinary terms if the horse suffers injury in the normal course of police duties.
- f. The officer shall tend to the proper watering of his horse while on duty. Upon completion of his tour of duty, the officer will ensure that the horse is properly cooled down and cleaned.

- g. Both equestrian officers and civilian employees are strictly accountable for department mounts assigned to them or their care. Any incident or willful neglect or maltreatment on the part of any officer or civilian employee will be reported in writing to the officer in charge of the equestrian unit.
- h. The Officer shall ride his mount in a dignified and professional manner consistent with proper procedure taught in training and common sense.

105.14 DETENTION UNIT - The detention unit shall provide for the security, welfare and confinement of all persons detained in police custody, and for the administration and upkeep of the several rooms and cell blocks of the department.

The unit shall comprise the jailers' and matrons' sections and shall have such members and civilian employees serving as jailers' and matrons as are designated by the Chief of police.

- a. The commanding officer of the Uniform Division or his designee, shall supervise subordinates and employees under his charge and he shall exact the proper performance of duty by jailers and matrons, ascertaining that prisoners are properly searched, confined and cared for; that their property is secure and that proper records established for use in the unit operations are maintained.
- b. He shall report any unusual incidents, injuries to prisoners, illness of prisoners, illness of prisoners, or questionable actions of prisoners that come to his attention, including the detection of any contraband or forbidden items.
- c. He shall make frequent inspections of the detention quarters and make certain that they are maintained in an orderly, clean and sanitary condition.
- d. He shall arrange for prisoners' rations and shall make sure that the necessary supplies are on hand for the proper operation of this unit.
- e. He shall not permit members or employees of the department or other persons to loiter in or about the detention quarters and shall allow no one to make contact with or speak with any prisoner unless permitted to do so by a supervisor of the arresting bureau or unit.
- f. He shall report any existing condition or hazard that may result in personal injury, fire or damage to the detention quarters.
- g. He shall not allow special privileges to be extended to prisoners by jailers or matrons without his permission or by permission of the commanding officer of the arresting unit.

105.15 DUTIES OF JAILERS AND MATRONS

- a. Jailers and matrons shall make a search of all prisoners before they are confined and shall take from them all valuable possessions and other property that might be used by them to do themselves physical harm, i.e., belts, neckties, straps or similar articles or implements. The property shall be placed in a secure container, labeled, and the proper record or entry made on the department standard form or book in use by the detention unit.
- b. Jailers and matrons shall not place any unconscious or injured person in a cell or detention room unless ordered to do so by a supervisor or by sanction of a physician. In the event any prisoner becomes ill or injured while in detention, jailers and matrons shall immediately notify their commanding officer, and in his absence, the officer in charge of the Patrol Bureau. Medical aid will be obtained for sick or injured prisoners when necessary without unnecessary delay.
- c. Jailers and matrons will not leave their quarters during their tour of duty unless relieved or excused by their commanding officer or other supervisor. They shall make an observation of all persons placed in their custody at least once every half hour during the day or night and shall not engage in any unnecessary conversation with such persons.
- d. Jailers and matrons shall keep the detention quarters clean and their equipment in good working order at all times. They shall keep a necessary reserve of all supplies used for the operation of the detention quarters, and shall be held strictly responsible for the security of all doors, windows, locks and cells of the detention area while prisoners are in confinement.
- e. Jailers and matrons shall be held accountable for the safe custody of all money, valuables or other articles coming into their possession which belong to any prisoner under their jurisdiction. Upon surrender of such money, valuables or other articles, they shall obtain a receipt for the same from the prisoner, the officer, or official to whom the prisoner is released.
- f. Jailers and matrons shall report any unusual incidents or questionable actions of prisoners that come to their attention, including the detention of any contraband or forbidden items. They shall report any condition or hazard that may result in the personal injury, fire or damage to the detention room, cell or area.
- g. Jailers and matrons shall not place or confine adults and juveniles in the same room or cell for detention purposes.

- h. Jailers and matrons shall not grant special privileges to prisoners without the permission of their commanding officer; the commanding officer or officer-in-charge of the arresting bureau or unit.

105.16 TRAFFIC BUREAU - The mission of the traffic bureau is to support the patrol bureau as an all around law enforcement officer who is also a specialist in traffic supervision. An officer within the traffic bureau supports the total law enforcement effort by directing and controlling traffic; investigating traffic accidents and specializing in enforcing traffic laws. The fact that the department employs certain police officers as traffic specialists does not relieve officers of other bureaus of their duty to enforce traffic laws nor does it relieve members of the traffic bureau from enforcing laws other than traffic laws.

105.17 FUNCTIONS OF THE TRAFFIC BUREAU -

It shall be the strict responsibility of the personnel of the traffic bureau to enforce traffic regulations of the city, all state motor vehicle laws applicable to traffic in the city; and to cooperate with the city traffic engineer and other offices of the city concerned with the administration of the traffic laws.

The bureau shall be comprised of a traffic enforcement/accident investigation unit, hit and run unit, truck unit, meter checkers and school crossing guards. All of these units shall be comprised of such personnel as shall be determined by the chief of police.

105.18 DUTIES OF THE COMMANDING OFFICER - The commanding officer of the traffic bureau shall subscribe to all regulations set forth in the section entitled commanding officers and to the following regulations:

- a. From time to time the commanding officer of the traffic bureau shall observe, evaluate and analyze traffic conditions; draw conclusions from there, prepare plans and make recommendations for traffic control improvement to the chief of police, to the city traffic engineer, or to other officials or agencies concerned with traffic safety.
- b. He shall give attention to all traffic problems within the city arising from special occasions and shall cause them to be properly policed.
- c. He shall supervise the investigation of traffic accidents and assist in the prosecution of those persons charged with violations of law which cause or contribute to such accidents.
- d. He shall maintain the highest possible traffic law enforcement index to bring about a reduction in the city's accident rate.
- e. He shall take whatever steps are necessary for the prevention of accidents by members of this department in the operation of police vehicles, motorcycles or other equipment.

- f. He shall cause an investigation to be made of all accidents which involve any vehicles of the police department.
- g. He shall have the responsibility for the proper administration and operation of the meter checkers and crossing guards; providing for necessary roll calls, methods of determining presence or absence of said employees, keeping of time books, sick and injury reports, providing for relief, general field supervision and their compliance with specific regulations established in this manual for such employees.
- h. He shall keep or cause to be kept all necessary records, reports, files or other information required for the proper operation and control of all vehicles utilized by the police department.

105.19 DUTIES OF THE LIEUTENANT

A Lieutenant of the traffic bureau shall adhere to all the regulations set forth in the section entitled commanding officers and when acting in the capacity of the commanding officer of the traffic bureau, he shall adhere to all the regulations set forth in the section entitled commanding officers, he shall also be governed by the following regulations:

- a. While on duty, a lieutenant of the traffic bureau shall at all times, unless otherwise ordered, dress in the regulation uniform.
- b. He shall not leave the traffic bureau office in charge of a sergeant unless in an emergency or when required to do so by the exigencies of police duty.
- c. He shall exact strict compliance to duty by all traffic bureau sergeants in the execution of their mission as commanding officers.
- d. In the case of a serious accident involving death, grave injury, serious fires or other emergencies, he shall assume charge of police traffic activities at the scene.
- e. He shall assist his commanding officer in planning for the handling of traffic at parades and other events attended by large numbers or persons.
- f. When on duty in the station, he shall require all personnel assigned to traffic control duty to remain on the street and shall not permit personnel to loaf or loiter in or about the station.
- g. He shall see that an adequate personnel force is deployed for the enforcement of parking regulations and shall make every effort to eliminate the unnecessary assignment of police officers at intersections for traffic point control.

- h. He shall make or cause to be made every manner of inspection or investigation necessary to keep himself informed as to the quality of traffic law enforcement and the accident investigation duties of the members of the traffic bureau in order to assure himself that such duties are properly performed.
- i. During his tour of duty, he shall supervise the taking of accident reports by members of the traffic bureau and shall review for accuracy all reports from whatever source which may be submitted or complied to the traffic bureau.

105.20 DUTIES OF THE SERGEANT

A sergeant in the traffic bureau shall adhere to all the regulations set forth in the section entitled commanding officer; and such other duties and responsibilities as are established for the traffic bureau and the following additional regulations:

- a. A traffic bureau patrol sergeant shall exercise supervisory authority over all members of his command and shall exact their proper performance of duty.
- b. In order to secure the maximum efficiency in the enforcement of traffic laws and regulations, he shall make frequent inspections of the area under his supervision and shall report any condition to his immediate supervisor which requires his attention for the orderly flow of traffic, the prevention of traffic accidents and the protection of life and property.
- c. He shall determine that each traffic control point authorized by his commanding officer is manned or controlled by a police officer on the days and during the hours delegated.
- d. He shall attend the scene of a serious accident or fatality and assist in the investigation.

105.21 DUTIES OF THE TRAFFIC POST OFFICER

A traffic officer shall assigned to the traffic bureau is charged particularly with the enforcement of laws, ordinances and regulations pertaining to the public use of highways. He shall be governed by all general regulations covering members of the department and those established for "patrol officer" insofar as they are applicable and do not conflict with the following regulations for traffic patrol officers:

- a. A traffic officer shall acquire a thorough knowledge of all criminal laws, ordinances and traffic regulations of which this department takes cognizance, and all the elements that constitute violations, particular those relating to traffic and the use of motor vehicles.

- b. He shall be at his assigned post promptly at the time specified and shall give his whole attention to duty at all times; he shall not engage in conversation with civilians or other police officers except in the line of duty and then such conversation shall be as brief as possible.
- c. He shall particularly direct and expedite the flow of traffic at his assigned intersection or area and shall be responsible for the control of all parking violations on his post.
- d. He shall note instances of recurring traffic violations or trends which he considers dangerous to the general welfare of the public, and in his opinion, require special treatment or additional manpower. He shall refer such notations to his commanding officer or immediate supervisor.
- e. He shall cooperate with other department personnel assigned to traffic duties, particularly in the moving of double-parked vehicles and other problems relating to parking or traffic congestion.
- f. He shall patrol such area or thoroughfares as his commanding officer shall direct and shall inspect and patrol these areas or thoroughfares in the best manner possible in order to decrease accidents and improve the free flow of traffic.
- g. He shall take such action as he deems advisable which is consistent with departmental policy, good police work and common sense; such as, to instruct, warn or arrest violators. He shall not warn traffic violators when good police work dictates that he issue a citation or make an arrest and he shall not show favoritism in any manner.
- h. When it is necessary to warn or correct a person for a slight infraction of the traffic regulations, he shall do so in a firm but brief and civil manner, without obstructing the flow of traffic or creating traffic congestion.
- i. When a traffic officer assigned to a traffic post is called upon for emergency police service within a reasonable distance from his post, he shall respond immediately and notify the station at his earliest opportunity; if it is not a police emergency, he shall first obtain permission from a supervisor before leaving his post.
- j. He shall assist members of other bureaus or units at incidents of a serious nature where it is practicable to do so. He shall respond to the scene of any accident or incident as directed and all those which seem likely to produce an interruption in the normal traffic condition.
- k. He shall submit a written report of his traffic enforcement activities at the expiration of his tour of duty.

105.22 Motorcycle Unit –

The Motorcycle Unit shall be the responsibility of the commanding officer of the uniform division and shall be comprised of a sergeant and officers as determined by the commanding officer of the uniform division. The sergeant and officers of the motorcycle unit shall each be assigned a Harley Davidson Road King Motorcycle. The primary function of the motorcycle unit will include traffic enforcement, funeral escorts, security escorts, community police functions, parades and special events.

105.22-1 DUTIES OF A MOTOR SERGEANT

A sergeant assigned to the Motorcycle Unit shall adhere to all the regulations set forth in the section entitled Duties of the Commanding Officer and the following additional regulations:

- a. He shall be directly responsible to the commanding officer of the uniform division and is charged with exacting the proper performance of all motor officers under his/her command.
- b. He shall thoroughly acquaint himself/herself with the duties of a motor officer and shall assist and instruct the motor officers under his supervision in the proper discharge of their duties.
- c. He shall be responsible for the proficiency, discipline, conduct, appearance and strict attention to duty of all motor officers under his supervision.
- d. He shall require from his motor officers a proper attitude of respect and obedience at all times and shall report to his/her commanding officer any neglect of duty, incompetence or violation of the regulations.

105.22-2 DUTIES OF THE MOTOR OFFICER

- a. When a traffic bureau patrol officer is assigned to motorcycle duty, he shall remain on his vehicle as much as possible throughout his tour of duty; however, when he considers it necessary to assume a fixed post to observe traffic conditions, he shall dismount, make himself noticeable to the public, and shall maintain an alert and military posture in covering such fixed post.
- b. He shall report to his commanding officer any condition that prevents him from safely operating his motorcycle.
- c. He shall be governed by all the general regulations and the special regulations entitled duties of post patrol officer and duties of foot traffic officer insofar as they are applicable and do not conflict with these regulations for traffic bureau motorcycle officer.
- d. He shall ordinarily operate his vehicle at a moderate rate of speed and shall observe the motor vehicle laws and traffic regulations as are consistent with effective police duty. When in actual pursuit of a

violator, he shall operate his vehicle in the manner provided for the safe operation of emergency vehicles by state motor vehicle laws and abide by all departmental policies concerning pursuit and response codes.

- e. When assigned to motorcycle duty, he shall keep the machine assigned to him in a clean condition and shall ride only on the machine assigned to him unless otherwise directed by his commanding officer.
- f. When assigned to motorcycle duty, he shall be responsible for the standard equipment furnished with department motorcycles and shall not change, add to, or take from any equipment without proper permission.

105.23 HIT & RUN UNIT - The Hit & Run unit shall be the responsibility of the commanding officer of the traffic bureau. This unit shall be comprised of a supervisor and such members as may be assigned by the Chief of police.

The Hit & Run unit is a criminal investigative section of the traffic bureau. This unit shall have the responsibility to investigate all incidents concerning accidents whereby one or more operators of a motor vehicle leaves the scene of an accident; whether it be with another motor vehicle, a pedestrian or an object.

The duties of this unit will be to investigate, interview, examine and bring before the court individuals who violate sections 31.26.1 through 31.26.5 of the general laws of the state of Rhode Island.

105.24 TRUCK UNIT

The truck unit shall be the responsibility of the commanding officer of the traffic bureau. This unit shall be comprised of a supervisor and such members as may be assigned by the Chief of Police.

The duties and responsibilities of the truck unit is to specifically give special attention to the trucks that travel through the city of Providence. They shall concentrate on the area of proper vehicle registration, any moving violations and that the proper precautions and safety measures are used in the transporting of all hazardous materials.

105.25 UNIFORMED POLICE EMPLOYEES - The Commissioner of Public Safety may appoint such number of uniformed police employees to the department as may be authorized by the city council. Such employees shall be used in the capacity of meter checkers or crossing guards in the respective number authorized. They shall be compensated at the hourly rate established for their position and shall work such hours as may be assigned by the commanding officer of the traffic bureau.

105.26 GENERAL REGULATIONS FOR UNIFORMED POLICE EMPLOYEES

- a. A uniformed police employee of the Providence police department shall familiarize oneself with all the laws, statutes ordinances and regulations necessary for the efficient performance of their duties.
- b. A uniformed employee shall be neatly attired in the authorized police uniform whenever on duty.
- c. A uniformed employee shall be at the time specified and shall remain on post during the tour of duty unless otherwise directed by a supervisor.
- d. In the course of the tour of duty in the public view, a uniformed employee shall not sit down or lean against any object or structure for support; and shall not engage in any unnecessary or prolonged conversation with any member or employee of the department, or the public in general unless it concerns police matters.
- e. A uniformed employee shall show proper respect to all supervisors and shall render the prescribed military hand salute.
- f. A uniformed employee shall not consort with convicted felons, criminals or other unsavory characters. He shall not visit or loiter near, except in the line of duty, any bar, tavern, tap, lounge or other establishment known to or suspected by the police as being the scene of actual or probable law violations or the hangout of known convicted felons or characters of ill-repute. In both personal and official life, a uniformed employee shall conduct themselves at all times in a manner so as to bring credit to the police department.
- g. A uniformed employee shall answer questions of citizens courteously, avoiding unnecessary arguments, and shall be as civil, orderly, diligent, discreet and patient as a reasonable person would be in a similar situation.
- h. A uniformed employee shall speak the truth at all times and under all circumstances.
- i. A uniformed employee shall not make derogatory or degrading remarks concerning anyone or commit any act which tends to degrade or reflect discredit upon any member or employee of the police department, nor speak belittling of any nationality, race or religion.
- j. A uniformed employee shall not divulge confidential police information or other official business of the department, and shall not talk for publication on matters pertaining to or involving the department without first receiving permission from the commanding officer.

- k. Whenever a uniform police employee desires a conference with a supervisor other than the immediate supervisor, one shall request such conference through the proper chain of command.
- l. Whenever it becomes necessary to be relieved from duty because of sickness or other emergency arising during the performance of duty, a uniformed employee shall notify the commanding officer requesting to be relieved and the reason there for.
- m. Upon suffering an injury while on duty, a uniformed employee shall immediately report, if able, to the commanding officer citing the circumstances thereof. When injured on duty, a uniformed employee shall be governed by the established departmental procedures in accordance with applicable city ordinances.
- n. A uniformed employee shall be responsible for reporting to the commanding officer within a twenty-four (24) hour period any change of address.
- o. A uniformed employee shall maintain a telephone during their entire period of employment.
- p. While in uniform, a uniformed employee shall not engage in political activities; however, nothing contained in this regulation shall be construed as interfering with or preventing a uniformed employee from exercising their legal voting rights.
- q. When in uniform, a uniformed employee shall not smoke in view of the general public nor carry an umbrella or package and shall not loiter in cafes or other liquor establishments, restaurants, theaters, service stations or other public places and shall not shop in stores or markets.
- r. A uniformed employee shall be responsible for the condition of the uniform and other department-issued property which shall be returned to the police department at the end of their employment by the Providence police department. A uniformed employee shall not wear or use the uniform for any purpose other than to carry out their assigned duties.
- s. A uniformed employee shall promptly report to the commanding officer in writing the loss, damage to, or unserviceable condition of any department property or equipment issued or assigned to their control.
- t. A uniformed employee shall not seek directly or indirectly any gift, present, or gratuity from any person, firm, group of persons, or relatives, friends or employees of the aforesaid, on the basis of employment in the department.

- u. Except with the expressed permission of the commissioner of public safety, one shall not collect or receive any money or other thing of value from any source whatever for the purpose of making a present or giving a testimonial to any member or employee of the department.
- v. A uniformed employee shall abstain from drinking intoxicating liquor or using intoxicants in any form while on duty and when off duty, shall not drink intoxicating beverages to an extent that their conduct would tend to bring disrepute on the police department. One shall not bring or place in a police department building any intoxicant, exhilarant, hypnotic, hallucinogen or narcotic drug.
- w. Whenever a uniformed employee of the department shall have resigned or in any way severs or terminates employment with the Providence Police department, one shall not be permitted to apply for reappointment or reinstatement except at the direction of the commissioner of public safety.

105.27 DUTIES OF A PARKING CHECKER

- a. A parking checker shall patrol the assigned post and devote the entire time and energy to the enforcement of parking regulations and shall observe and report the presence of any hazardous condition in the highway. A parking checker shall enforce the traffic regulations, particularly as they pertain to overtime parking, parking in prohibited areas, double parking or other parking violations.
- b. A parking checker shall familiarize oneself with the location of hospitals in the city, the streets and the public buildings located in the central business district.
- c. A parking checker shall report promptly to the station for roll call at the designated time.
- d. A parking checker shall remain on one's assigned post until the expiration of the tour of duty and shall not enter the station before the assigned time for dismissal.
- e. A parking checker shall immediately notify the officer in charge of the traffic bureau of any damaged or defective parking meter or traffic standard that comes to one's attention during their tour of duty.

105.28 DUTIES OF THE SCHOOL CROSSING GUARDS

- a. A school crossing guard shall be at the assigned post at the time specified by the commanding officer and shall remain in attendance during prescribed periods, devoting the entire time and energy to safeguarding the school children using the highway.

- b. While on duty, a school crossing guard shall immediately notify the station of any accident, traffic violation or other situation occurring on or in the vicinity of the assigned post which may come to their attention.
- c. Every school crossing guard, who finds it necessary to be absent from duty because of sickness or injury, shall notify the traffic bureau prior to 7:00AM stating the reason for such absenteeism.

105.29 DUTIES OF THE RECORD BUREAU

- a. A member assigned to the record bureau shall receive and file reports and when authorized, shall furnish police records information to the public upon their request; shall perform data processing or photo-copying functions; shall compile statistics; prepare various summary and analytical reports; and shall perform all or any part of these duties as may be directed by the commanding officer.
- b. When performing clerical and technical tasks, a member of this bureau shall devote his entire attention to duty, exercising the exact and complete performance of his assigned operation.
- c. A member shall display courtesy and a business-like attitude in all contact with the public and shall exert a concerted effort to obtain and provide any police records information which is authorized for release by the commanding officer of the bureau. When in doubt as to the propriety of releasing information, such member or employee shall contact the commanding officer for instructions.
- d. When requests are made by the public for photo-copied information from police records, the current prescribed fee for such copied information shall be charged and receipt in triplicate executed. On proper authority from the commanding officer, such member shall photo-copy any police information requested by the commanding officer of any bureau or unit of the department.
- e. A member of the bureau shall not divulge confidential information or the doings of the bureau intentionally, unintentionally, or by idle gossip. A member is prohibited from removing, taking or carrying away from the premises of the Record Bureau any record, police report or any written communication without the permission of the commanding officer. In the event permission is granted for such police documents to be carried away from the bureau for a proper police purpose, a record shall be kept reflecting the signature of the person in receipt of such information or document, the date of its receipt, where the document is going, the approximate length of its absence, and the date of its return.

106. - INVESTIGATIVE DIVISION

106.1 GENERAL - The investigative division shall have the role of supporting the Uniformed division. While this division provides specialists' services, its members, nevertheless, are still police officers and have the same police responsibilities do all other members of the police department. This division shall have the special mission to investigate all serious crimes; to clear crimes by arrest; to prosecute lawbreakers; and to recover stolen property. Normally, members of this division do not patrol a beat nor do they investigate crimes which are the initial concern of other bureaus or units.

106.2 DUTIES OF THE DIRECTOR

- a. The director of the investigative division shall be responsible for the direction, planning, organization, staffing, training and control of all members of the division. He shall be responsible for the accomplishment of the police mission through the strategic and tactical operation of all bureaus and units under his command and shall see that the bureaus and units of his division support one another to obtain a high degree of lateral cooperation and exchange of information; also, he shall exert his utmost effort to deter any unhealthy intra-service rivalries among the various bureaus and units under his command.
- b. He shall make frequent inspections to ensure that the members of his division are handling their investigations in a professional and timely fashion and are complying with standard operating procedures in the performance of their various duties, noting any condition that might jeopardize the safety of his officers, the rights and liberties of private persons and the reputation of the police department.
- c. He shall receive from the commanding officers of each bureau under his command, all written communications and reports; endorse them with his recommendations and forward them to the Chief of Police. He shall personally report to the Chief of Police on a daily basis all important activities of the bureaus and units, keeping him advised of the crime situation, arrests, convictions, the effectiveness of the police action in the investigation of crimes committed, problems of morale or discipline, or any significant incidents or complaints which should be brought to the attention of the Chief of Police.
- d. He shall be responsible, with the permission of the Chief of Police, to organize his division as necessary to carry out its mission.
- e. In the absence of the public information officer, he shall have the authority to issue press releases, which shall be strictly limited to items not detrimental to any investigation and he shall maintain good relations with the public and the press.

- f. He shall keep his Captains, Lieutenants and his Sergeants informed of all activities of the bureau so that in his absence there will be no interruption in the orderly operation of the bureau.

106.3 DETECTIVE BUREAU - The Detective bureau shall be responsible for the continuing investigations of felony and misdemeanor cases. This bureau shall be responsible for the assignment and utilization of total available personnel and materials in such a manner as to facilitate and expedite attainment of specific law enforcement objectives in an efficient and effective manner.

The Detective Bureau shall comprise of a Commanding Officer and such number of Supervisors, Detectives and employees as may be determined by the Chief of Police.

106.4 FUNCTIONS - The functions and responsibility of the Detective Bureau and its members are as follows:

- a. The Detective Bureau has the responsibility for the investigation of all crimes, except those assigned to the traffic bureau, Youth Services Bureau or the Narcotics and Organized Crime bureau; for effecting the arrest and prosecution of the perpetrator of a crime and for the recovery of stolen property in crimes involving theft. It shall provide for the continuance of crime investigations initiated by other bureaus and shall provide assistance to other bureaus in their preliminary investigations. The detective bureau shall handle all fugitives from justice from other jurisdictions who are apprehended within the city limits.
- b. The bureau shall provide for the examination of all persons taken into custody and referred to detectives by any other bureau or unit. The bureau shall conduct a lineup of all prisoners arrested during the previous 24-hour period and shall cause photographs to be made and fingerprints to be taken of all persons arrested whenever such records would be of use to the department.
- c. The bureau shall provide for the establishment and maintenance of a system of record - keeping that will provide immediate and accurate data on the status of the investigation of each assignment given to the bureau and shall maintain records of assignments and cases as well as statistics of accomplishment by individual detectives.
- d. The bureau shall maintain a file of the activities of pawnbrokers and junk dealers; shall have general supervision of all pawnbrokers, dealers in second-hand articles.
- e. The Bureau shall have authority to take original complaints or reports of any nature whenever it is indicated that such action will aid the investigation and best serve the ends of justice.

- f. Members of the Detective Bureau are required to return to duty for a major crime where the scene is being secured by officers of the uniformed division, the detectives who are assigned the case will be responsible for completion of the uniform report.

106.5 DUTIES OF THE COMMANDING OFFICER

- a. The commanding officer of the detective bureau shall have complete responsibility for the operation of the detective bureau and shall be held accountable for the successful completion of the investigation of all crimes that are assigned to his bureau and he shall require the members of his command to exert their best efforts in the investigation of such crimes and their clearance by arrest.
- b. He shall ascertain that the workload of the bureau is equitably distributed among the detectives under his command and shall require that they give special attention to all professional criminals known to the department and to use every legal means to convict them of any offense they may commit and shall otherwise suppress their criminal activities.
- c. He shall assist, whenever practicable, in returning law - breakers from other jurisdictions and shall maintain proper police relations with other law enforcement agencies outside the state by aiding them in the apprehension of law - breakers and by providing them with criminal records or other information useful to them. He shall act as liaison officer between the departments and law enforcement agencies.
- d. He shall have the authority to detail members under his command to special assignments and may, with the approval of the chief of police, order any member of his bureau to leave the city on police business whenever the exigency of service requires it.
- e. He shall cause to be prepared by the bureau of criminal identification police circulars containing all necessary data and information on cases involving wanted persons whenever the case warrants it or the value of the stolen property is sufficiently large enough to require such action.
- f. He shall make investigations and provide information to outside police agencies when compliance with such request does not conflict with any investigation being conducted by this department.
- g. When circumstances require it, he shall personally visit the scene of a major crime or those of an unusual nature.
- h. He shall make certain that all reports submitted by the detectives under his command contain the names of members of the uniformed force or others who have given assistance in the investigation and shall be

responsible for promoting a close cooperation and harmonious relationship between the members of the detective bureau and the members of other divisions.

106.6 DUTIES OF THE DETECTIVE LIEUTENANT

A Lieutenant of the detective bureau shall adhere to all the regulations set forth in the section entitled Commanding Officers and when acting in the capacity of commanding officer, he shall subscribe to all the regulations set forth in the section entitled Commanding Officers. He shall be governed also by the following regulations:

- a. He shall assume of that bureau in the absence of his Commanding Officer.
- b. He shall actively direct and supervise the detectives assigned to his command and shall keep himself fully informed of all cases under investigation by said detectives and he shall keep his commanding officer informed of the progress of all assigned cases.
- c. He shall actively train members of his command in the proper techniques of criminal investigation and shall instruct them in the proper method of report writing.
- d. He shall ensure that proper arrest charges are placed against offenders; that cases are properly prepared for court or grand jury actions, and shall oversee the activities of detectives in the presentation of cases to the grand jury.
- e. He shall perform whatever special assignments his commanding officer may designate.

106.7 DUTIES OF THE DETECTIVE SERGEANT

A Sergeant in the detective bureau shall adhere to all the regulations set forth in the section entitled Commanding Officers; and such other duties and responsibilities as are established for the detective bureau. He shall be governed also by the following regulations:

- a. A Sergeant assigned to the detective bureau shall receive all assignments directed to his detectives and shall distribute them equitably among the members of his command and shall keep an accurate account of all assignments, clearances and supplementary reports.
- b. He shall divide his time among the members of his command and shall assist them in their investigations, the placement of charges and the preparation of cases for court and grand jury.

- c. He shall keep his Lieutenant informed of the progress of all matters assigned to his command for investigation.
- d. He shall require that members of his command submit periodic supplementary reports reflecting the progress of the investigation and the status of all matters assigned to their attention.
- e. He shall perform such duties and work such hours as his commanding officer may direct and shall be held strictly accountable for the investigation of crimes occurring in the area of his assignment.
- f. When not specifically assigned to a squad, he shall perform such duties as may be directed by his commanding officer.

106.8 DUTIES OF A DETECTIVE

- a. A patrol officer promoted to detective and assigned to the detective bureau shall diligently and efficiently investigate all crimes assigned to him, utilizing all available resources for the clearance of crimes, arrest of offenders, and the recovery of stolen property. He shall acquaint himself with the fundamental rules of evidence; familiarize himself with criminal characters and shall acquire a knowledge of their practice, their characteristics and their associates.
- b. He shall be responsible for charging persons he arrests; for the preparation and presentation of the facts of cases in court; and for the summons and appearance of all witnesses in court.
- c. He shall follow up all his case assignments until there is a final disposition or the case is declared inactive by his commanding officer. He shall keep his Sergeant advised of the progress and developments in cases assigned to hi for investigation and shall periodically submit supplementary reports.
- d. He shall not dispatch any official department correspondence over his own signature without the permission of the commanding officer.
- e. He shall submit written reports to his sergeant on all matters assigned to him, including criminal complaints, warrants, letters and telephone communications.
- f. Except when he is in the immediate pursuit of a fugitive, he shall not leave the city to conduct any investigation or to perform any act within the scope of his duty without first obtaining permission from the Sergeant.
- g. He shall perform such duties and work such hours as the commanding officer may direct.

- h. He shall dress in professional attire. He shall keep himself neat and clean. Except when otherwise ordered, his general appearance shall be business - like and presentable at all times. Unless otherwise ordered, he shall not wear sportswear while on duty.
- i. Under no circumstances shall he make public any information that might jeopardize the successful completion of an investigation or interfere with the apprehension of a suspect.
- j. He shall interview the complainants, victims and witnesses in all cases assigned to him for investigation without delay and shall properly identify himself to all persons interviewed or interrogated by him.
- k. In his case reports, he shall note any information or assistance received from any other member or employee of the Department.
- l. He shall be constantly on the alert to cultivate sources of information that will aid him in the solution of crimes, the apprehension of offenders and the suppression of vice.

106.9 SEX CRIMES UNIT / SPECIAL VICTIMS UNIT - Rape and sexual assault investigations often present complex problems and require coordinated assistance from other agencies. In order to facilitate a comprehensive and coordinated approach to these investigations, members of the detective bureau shall be assigned to the interpersonal violence unit.

This unit shall be comprised of the number of detectives as may be determined by the director of the investigative division. Each detective assigned to the Sex Crimes Unit shall adhere to all the regulations set forth in the section entitled duties of a detective. He shall also be governed by the following regulations:

- a. A detective assigned to the interpersonal violence unit shall conduct the interview of a sexually assaulted victim.
- b. In the case of a sexual assault of a juvenile, the detective shall notify the commanding officer of the juvenile bureau and the department of children and their families.
- c. The detective shall ensure the proper chain of custody of all pertinent evidence of clothing, medical/gynecological examinations, etc.

106.10 YOUTH SERVICES BUREAU - State law provides special safeguards for children in trouble. The emphasis is not on arrest or prosecution, but rather on the solution and the adjustment of the child's problems so that he may become a happy and useful citizen. Every police officer has the responsibility of preventing juvenile crime, but often particular situations call for some specialized knowledge or training. The detectives of the Youth Service Bureau must be ready to provide

specialized knowledge. The Bureau has the mission of coordinating the department's overall effort as far as it concerns children; assisting the training bureau and bureau commanding officers in handling the training required by all branches regarding juvenile matters; training its own member in the more specialized aspects of the police youth service specialist; and the participation in and the coordination of delinquency prevention programs on the community level.

The Youth Service Bureau shall comprise of a commanding officer and such number of Commanding Officers, Detectives and employees as may be determined by the Chief of Police.

106.11 FUNCTIONS - The facilities and employees of the Youth Services Bureau shall be employed for the protection of juveniles and for the prevention of delinquency in juveniles; for the conduct of all investigations or other police action involving juveniles. In sexual abuse cases whereby juveniles are involved, the juvenile bureau shall be notified. This bureau will also have the responsibility for the surveillance of all places of commercial recreation frequented by juveniles.

106.12 DUTIES OF THE COMMANDING OFFICER

The Commanding of the Youth Services Bureau shall adhere to all the regulations set forth in the section entitled Commanding Officers and when acting in the capacity of the Commanding Officer of the Bureau, he shall adhere to the regulations set forth in the section entitled Commanding officer. He shall also be governed by the following regulations:

- a. The Commanding officer of the Youth Service Bureau shall develop a program of delinquency prevention intended to eliminate those factors which induce criminal tendencies and conditions which promote criminal activities among juveniles. He shall promote such a program by enlisting the aid of the public, interested agencies, other divisions of the department. He shall coordinate the functions of this bureau with that of the family court, probation and parole officers, schools, public and private welfare agencies and other organizations concerned with the social welfare of juveniles.
- b. He shall cause to be patrolled by the detectives of his command all places of public assembly for the purpose of detecting any violations of the law which involve juveniles and which may contribute to vice or delinquency.
- c. The commanding officer of the Youth Service Bureau shall ensure that all complaints involving juveniles, that either originate in his bureau or are referred to his bureau, are properly processed by the detectives of his command.

- d. He shall receive all juveniles taken into custody by any member of the department who may be referred to his bureau for whatever police action or disposition is indicated by the particular circumstances.
- e. When notified, he shall provide the required Youth Service detectives to assist other bureaus in their investigation of cases involving juveniles.
- f. He shall establish an adequate system of recording complaints, contacts, arrests, investigations and dispositions involving all juveniles and he shall cause to be maintained a complete and accurate file of all cases, incidents and investigations referred to the youth service bureau for action. The file shall reflect the status of each investigation or action taken.
- g. He shall collect data, discover and chart trends, stimulate juvenile protective measures, work to improve general community conditions and to eliminate those factors contributing to delinquency.
- h. He shall interpret the function of the police department as a whole and the Youth Service Bureau in particular in the suppression of delinquency whenever he or any member of his bureau has occasion to speak before any civic, educational or religious group.
- i. He shall take cognizance of and be familiar with all the provisions of the Family Court Act and all laws regulating the handling and interrogation of juveniles.

106.13 DUTIES OF A YOUTH SERVICE DETECTIVE

- a. A police officer promoted to detective and assigned to the Youth Service Bureau shall have as his immediate purpose the prevention of delinquency among the children and youth of the city. He shall work for the welfare of youth, protecting them from influences and persons that might contribute to their delinquency or hinder their wholesome maturation; and he shall study the factors involved in the delinquent conduct of individual juveniles with a view to their correction.
- b. He shall have the same responsibility of protecting society as all other police officers. When handling juvenile offenders, he shall give consideration to the interests of the community as well as the child; he shall handle all cases involving juveniles; he shall promptly investigate cases assigned to him and he shall not dispose of any case without the approval of his Commanding Officer.
- c. He shall have a thorough knowledge of the city, its constructive resources and its destructive influences as they relate to delinquency and he shall investigate all juvenile cases which are found by him while patrolling or which are otherwise brought to his attention and he shall

take appropriate police action.

- d. He shall actively participate and assist in the search for juveniles missing from their homes or from their institutions.
- e. He shall have knowledge of state laws and city ordinances relating to youth and he shall make every effort to discover potential as well as actual delinquents and children who are victims of neglect and abuse. He shall familiarize himself with and be aware of juveniles who are repeat offenders of the law and shall cooperate with other bureaus or units of the department when they deal with any juvenile offenders.

106.14 BUREAU OF CRIMINAL IDENTIFICATION - The detectives of the bureau of criminal investigation shall be under the command of the Commanding Officer of the Investigative Division. They shall have the duty to collect, identify, preserve, handle and transport significant evidence pertaining to crime; and shall perform fingerprinting and photography tasks necessary for the proficient investigation of a crime. This bureau shall maintain criminal records of all persons arrested. This bureau shall also maintain all files relating to fingerprinting, photography and other miscellaneous, record files.

106.15 FUNCTIONS - The functions of the bureau of Criminal Identification shall be to provide expeditious and thorough processing of crime scenes for the recovery of physical evidence. Upon request of a proper authority, the service is extended to federal, state and other law enforcement agencies. The bureau also provides fingerprint identification, and provides arrest photographs to appropriate government agencies as needed.

106.16 DUTIES OF THE COMMANDING OFFICER

- a. The commanding officer of the bureau of criminal identification shall provide for supervisory control over all investigations conducted by the detectives of the bureau and shall participate in all the activities of the bureau.
- b. The commanding officer of the bureau of criminal identification shall promote and assist in the training of all subordinates under his/her command and shall inspect their equipment, replenish their supplies, examine the quality of their work, establish working schedules and maintain attendance records.
- c. The commanding officer of the bureau of criminal identification shall process or cause to be processed all physical evidence brought to the bureau or collected by any member of his/her command and when it is required, shall arrange for the scientific analysis of any evidence by other laboratories.

- d. The commanding officer of the bureau of criminal identification shall provide for trained personnel to be available twenty-four hours each day for any service the department might require from the bureau.
- e. The commanding officer of the bureau of criminal identification shall not destroy, remove or permit to be destroyed or removed, any records, fingerprint cards or photographs from the files of the bureau, by established policies, procedures and laws.

106.17 DUTIES OF THE BUREAU OF CRIMINAL IDENTIFICATION DETECTIVE

- a. A criminal identification detective shall become proficient in the science and technique of fingerprinting, photography, microscopy and the collection preservation and presentation of all physical evidence, including trace evidence.
- b. A criminal identification detective shall have the duty of searching the crime scene for physical evidence in conformity with the established and approved procedures set forth by recognized authorities.
- c. A criminal identification detective shall process all physical evidence brought to the bureau; classify fingerprints, file fingerprint records and photographs. He/she shall photograph and process persons taken into custody by the police and shall take stand-up photographs of certain groups or individuals in accordance with the established procedures of the bureau.
- d. A criminal identification detective shall preserve the chain of custody of evidence by giving or receiving a standardized receipt whenever evidence is received or transferred to another.
- e. A criminal identification detective shall receive, mark for identification, prepare and package, make a record of and forward to other laboratories all evidence that requires further scientific processing.
- f. A criminal identification detective shall conduct only authorized searches of the various files maintained by the bureau and he is prohibited from divulging information to persons other than those authorized by his commanding officer.
- g. A criminal identification detective shall keep himself informed of all improved scientific investigative techniques with regard to police identification and laboratory processes.

106.18 NARCOTICS / ORGANIZED CRIME (NOC)- The Narcotics and Organized Crime Bureau, operates to ensure continual, concentrated police pressure to reinforce the regular activities of the Police Department in

the suppression and control of vice. The bureau shall thoroughly investigate and rigorously repress all forms of gambling, prostitution, commercial vice, perversion or related lewdness and narcotics traffic.

Personnel of this bureau shall be designated by the Chief of Police with the approval of the Commissioner of Public Safety. The complement of the Bureau shall consist of varying numbers of supervisors and officers who shall be assigned or detailed from time to time as required.

106.19 DUTIES AND RESPONSIBILITIES OF THE COMMANDING OFFICER

The Commanding Officer of NOC shall subscribe to all regulations set forth in the section entitled Commanding Officers and to the following regulations:

- a. The Commanding Officer of the NOC shall be directly responsible to the Commanding Officer of the Investigative Division and shall keep him informed at all times concerning the full activities of this bureau and units of the Department in combating all types of crime, as well as vice offenses.
- b. He shall conduct such confidential investigations as may be ordered from time to time by the Commanding Officer of the Investigative Division and shall not initiate police action of any consequence without first informing him.
- c. He shall maintain all necessary books, records, files or such other materials and equipment as are incident to the efficient operation of the NOC.
- d. He shall maintain as nearly as possible, a close relationship with state and federal enforcement agencies engaged in similar fields of enforcement.
- e. He shall prepare or cause to be prepared court cases, affidavits, search warrants, summonses and shall provide for laboratory examination and analysis of evidence.

106.20 DUTIES OF A NARCOTICS INVESTIGATOR

- a. A member of the NOC shall develop and acquire sources of information relative to all forms of crime and vice and shall devote his entire energy and resources to the accomplishment of this mission. He shall make full use of the facilities of the Intelligence Bureau and the Detective Bureau in his investigations when their resources are needed.

- b. Whenever possible he shall attend the daily prisoner lineup conducted at the Detective Bureau and shall interrogate, with the approval of the Commanding Officer of the Detective Bureau, any prisoner or prisoners whom he feels may have connection with, or information about, vice operations in the City.
- c. He shall give careful attention to all establishments located in the city that are suspected of commercialized vice and all other places that are of a suspicious nature and he shall obtain evidence as to their character, their ownership, and the identity of the persons who frequent them.
- d. He shall report to his supervisor those buildings or parts there of which he suspects are being used in violation of any law or that are the resorts of questionable or known police characters.
- e. He shall give particular attention to hotels, all-night eating places, dwellings, garages and all other places where prostitutes, drunks, narcotic addicts, vagrants and criminals may congregate.

106.21 DUTIES OF THE LICENSE INVESTIGATOR ASSIGNED TO NOC

- a. The license investigator shall be a superior officer assigned by the chief of police, and shall be responsible for such other members and employees as may be determined or assigned by the Chief of Police.
- b. He shall make a full report of his activities on a daily basis to the Commanding Officer of the prosecution bureau, who shall then submit a weekly report through the chain of command to the deputy Chief of Police.
- c. He shall be responsible for the enforcement of laws, ordinances and regulations within the City of Providence and shall regularly and consistently make a diligent surveillance of all licensed establishments within the city for assurance of adherence.
- d. He shall render full cooperation and assistance to all other commands of the department in the carrying out of allied and similar enforcement responsibilities.
- e. He shall investigate applications for all types of licenses issued by the bureau of licenses; and he shall enforce or assist in the enforcement of all laws and regulations issued by the bureau of licenses.
- f. Upon the receipt of an application from the bureau of licenses, he shall investigate the applicant's background and fitness to hold the type of license applied for and shall forward the results of his investigation to the commanding officer of the prosecution bureau for

recommendation.

- g. He shall attend all regular meetings of the bureau of licenses and shall deliver for the consideration of the bureau all license applications processed by the police and be present at all hearings brought to the attention of the bureau of licenses by any other bureau or unit of the department.
- h. He shall keep a complete account of license applicants, licensees and license violators that are processed by the bureau of licenses and shall submit a daily written report to the commanding officer of the prosecution bureau for the chief of police with the facts.
- i. He shall investigate all petitions and remonstrance's against the granting of a license, and report his findings thereon to the bureau of licenses. He shall be responsible for the prompt renewal of all kinds and classes of licenses issued by the bureau of licenses and shall, after due notice to the License holder, report such dereliction to the Bureau of Licenses for whatever action it deems proper.
- j. He shall keep such records concerning the investigation of licenses and the enforcement of license laws or regulations as are required for the efficient conduct of his section and shall promptly investigate all complaints or violations of any license regulation, ordinance or law pertinent thereto, reporting the facts thereof to the bureau of licenses through the Chief of Police.

107 HOMELAND SECURITY

107.1 DUTIES OF THE DIRECTOR

- a. The Director acts as a liaison with federal, state, and local agencies in order to collect, collate, analyze, and disseminate information. He is responsible for following up on open source information, tracking down terrorist events, and providing information on new tactics and procedures being used by terrorists. He shall further see that all pertinent information is analyzed in an effort to best anticipate potentially vulnerable target areas within the City of Providence and vicinity.
- b. He shall assist members of the police department, and other local and federal agencies, in combating terrorism and other criminal activities, by gaining an understanding on cause and motive of crime and how they relate to these activities.
- c. He shall provide and coordinate training between the department members and the Rhode Island Emergency Management (RIEMA) in terrorism awareness, terrorist tactics and procedures, Improvised Explosive Devices (IED's), recognition and prevention of terrorist attacks, characteristics of explosives, domestic and international terrorist organizations, MANPADS, and the Arab culture.
- d. He shall coordinate analysis of various reported crimes and repeated calls for service as outlined in the FBI bulletins (refer to training bulletin "Terrorism Indicators") and Chapter 3 of the Al Qaeda Training Manual, to utilize as indicators of possible terrorist activities within the City of Providence.
- e. He shall ensure that all Police personnel are made aware and possess an understanding of the threat levels and associated preparedness measures; such as, planning, facility security, and operations for all different levels of threat.
- f. He shall plan, execute, and evaluate tabletop exercises, drills, and full-scale exercises as recommended by the Department of Homeland Security, utilizing the supervision of the Homeland Security Office Sergeant.
- g. He shall disseminate information on issues relating to Homeland Security, and the backgrounds of certain domestic terrorists and international terrorists.
- h. He shall work closely with Immigration and Customs Enforcement, the Federal Bureau of Investigation and Drug Enforcement Agency in developing sources, sharing intelligence, and conducting joint investigations.

- i. He shall organize monthly meetings with hospital and other private security agencies in the city.
- j. He shall conduct community awareness training.
- k. He shall be responsible for internal and external building security.

107.2 DUTIES AND RESPONSIBILITIES OF THE HOMELAND SECURITY SERGEANT

- a. He shall supervise the members assigned to the Homeland Security Division
- b. He shall supervise tabletop exercises, drills, and full-scale exercises as recommended by the Department of Homeland Security.
- c. He shall supervise and conduct monthly meetings with hospital and other private security agencies in the city.
- d. He shall supervise and schedule work assignments for the Mayor's Security Detail and the City Hall security personnel.
- e. He shall supervise and coordinate information with the Joint Terrorism Task Force at the FBI via personnel assigned to the task force.
- f. He shall coordinate with the Coast Guard and the Port Authority any issues relating to the arrival of vessels into the Providence Port.
- g. He shall schedule, manage and supervise detail assignments for personnel during vessel arrivals, e.g. LPG, LNG tankers, and absconding ships.
- h. He shall conduct and schedule training for the Marine Unit.
- i. He shall supervise the Marine Unit personnel and be accountable for all equipment assigned to the Marine Unit.
- j. He shall act as the Providence Port Harbormaster and be responsible for overseeing and enforcing the ordinances under Section 11-1 Through 11-19 of the City of Providence ordinances.

107.3 WEAPONS BUREAU - The primary function of the weapons bureau shall be to provide for the training and qualification of all police officers in the use and safe handling of firearms; the inspection, repair and upkeep of all weapons; the maintenance of the department arsenal and the

identification of firearms involved in criminal actions.

107.4 DUTIES OF THE WEAPONS OFFICER

- a. The member having charge of the weapons bureau shall be designated the weapons officer by the Chief of Police and shall be responsible for the efficient management of the bureau.
- b. He shall have the supervision of the police department pistol ranges and shall be responsible for the safe operation whenever the ranges are in use and he shall not permit any person to use the range facilities without authorization to do so by the Chief of Police.
- c. He shall have charge of all firearms, projectiles, missiles and explosives coming into the possession of the department and shall refuse to accept any firearm, projectile, missile or explosive unless it is accompanied by the department's standard property form.
- d. He shall supervise the firearms training program for all police officers of the department and shall make periodic reports and recommendations to his commanding officer regarding the efficiency of the training program.
- e. He shall periodically inspect or cause to be inspected all department weapons, ammunition, gas supplies and gas masks to determine their serviceability and security and shall effect whatever repair or replacement that is necessary.
- f. He shall maintain the effectiveness of the department arsenal and shall be strictly responsible for its security at all times. In maintaining the arsenal, he shall make certain that an adequate reserve supply is kept on hand of all weapons in use by the department, i.e., necessary ammunition, gas masks, gas grenades, gas projectiles, repair parts and other firearms equipment.
- g. He shall make provisions for the firearms qualifications of all holders of, and applicants for, pistol permits in accordance with the provisions of the firearms law of the State of Rhode Island.
- h. He shall provide for the biannual qualification testing of all police officer of this Department in the use of firearms and shall make a report to the Chief of Police regarding any officer who fails to qualify according to the provisions of the firearms law of the State of Rhode Island.
- i. He, or a trained officer of his staff, upon notification from the commanding officer of another bureau, shall respond to any scene where firearms have been used and shall conduct an investigation into the use of the firearm. He shall conduct all necessary tests and examinations of any firearm that may be required in the investigation of

any case.

- j. He shall provide for an officer of the Weapons Bureau to be on call for investigations around the clock.
- k. He shall maintain and make available, day or night, the range vehicle which he shall have equipped with all necessary reserve firearms, ammunition, gas supplies and gas masks, helmets, riot sticks, radios, bull horns, shields, lights and other equipment needed for an emergency.
- l. He shall maintain a complete and accurate record of the identification numbers of all Department firearms showing the person, bureau or unit to whom they are assigned.

107.5 MAYOR'S SECURITY DETAIL- Community relations is a very important aspect of police work. The Mayor and members of the City Council are committed to their constituents and their problems. The Mayor's Security Detail shall be an ancillary unit of the Homeland Security Division. The unit shall operate with such members or employees as may be assigned by the Chief of Police.

107.6 DUTIES OF THE MAYOR'S SECURITY DETAIL

- a. This unit shall be responsible for the coordination with the Homeland Security Division of any activity involving the Police Department and the Mayor's Office.

107.7 MARINE UNIT - The Marine Unit shall have the necessary member or employees as may be determined or assigned by the Chief of Police. The ancillary unit shall be under the immediate command of the Homeland Security Division.

107.8 DUTIES OF MARINE UNIT

- a. The Marine Unit shall be responsible for the harbor governed by the State of Rhode Island's law governing the Providence area, the boating violations and statutes.
- b. The Marine Unit shall be responsible for the safety of boaters and the safe operation of boating equipment which pass through the Providence Harbor.
- c. The Marine Unit shall be governed by the rules and regulations formulated by the Coast Guard and the Department of Environmental Management.
- d. The Marine Unit shall be responsible for making the proper notifications in cases of hazardous material spills.

