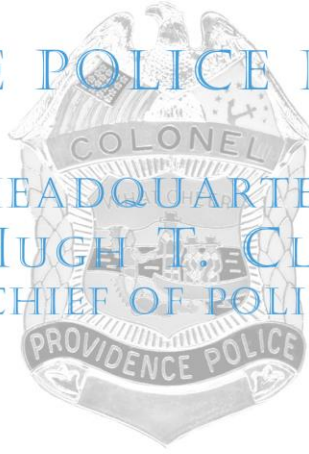


# PROVIDENCE POLICE DEPARTMENT

## HEADQUARTERS

COLONEL HUGH T. CLEMENTS, JR.  
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	210.01	9/7/2018	9/7/2018
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Personnel Identification		7/14/2014; Supersedes: G.O. 210.01, "Identification Cards", issued 8/5/2007; G.O. #10 Series 2006; G.O. #19 Series 2001	
REFERENCE		RE-EVALUATION DATE	
CALEA 22.1.8(a,b)		9/7/2021	
SUBJECT AREA		DISTRIBUTION	
Compensation, Benefits, & Conditions of Work		All Personnel	

### PURPOSE

The purpose of this policy is to provide procedures relating to the identification of Department personnel.

### POLICY

It is the policy of the Providence Police Department to provide means and methods by which all sworn and non-sworn personnel may be positively identified as members of the Department.

### DISCUSSION

In order to enhance the ability of our personnel to perform their duties, promote public confidence, and make personnel more accountable for their actions, it is imperative that there is a system in place that addresses the identification of Department personnel.

Furthermore, this identification system must address the identification of former employees, agency volunteers, student interns, and any persons whose actions may be construed as connected with the official business of the Department.

Unless for reasons or circumstances otherwise stated in this policy, Department personnel shall provide their identification card and name, rank/position and Federal Identification Number, as applicable, in a respectful and courteous manner, to any person requesting their identification in connection with their official Department duties.

## **PROCEDURE**

### **I. IDENTIFICATION CARDS**

- A. Identification cards will be issued to Department personnel under the following circumstances:
1. Initial employment.
    - a. All new sworn and non-sworn personnel shall be issued an identification card.
  2. Promotion/demotion.
    - a. Any personnel who is promoted or demoted will turn-in his/her current identification card and will be issued a new card indicating their current rank/title.
  3. Retirement.
    - a. All personnel will turn-in their current identification card prior to retirement or upon termination.
    - b. Sworn officers who have retired and/or who have been honorably discharged from the Department will be issued an identification card listing their status as "retired".
  4. Documented loss/destruction.
    - a. Any personnel who loses or suffers the destruction of his/her identification card must immediately report the loss/destruction in writing to the Office of Professional Responsibility (OPR), stating the circumstances surrounding said loss/destruction.
    - b. Identification cards will be replaced one time at no charge. There may be a charge, currently ten dollars (\$10.00), incurred by the employee for any subsequent replacements. The replacement cost is subject to change.
  5. General reissue.
    - a. The Chief of Police or the Commissioner of Public Safety shall authorize a general reissue of identification cards whenever a new design is implemented or a change in Administration occurs.
- B. Identification cards shall be of a form and design(s) approved by the Chief of Police and the Commissioner of Public Safety.

1. The identification cards for sworn personnel shall include the official seal of the Department along with the employee's photograph, name, employee number, and rank.
  2. The identification cards for non-sworn personnel shall include the official seal of the Department along with the employee's photograph, name, and employee number, and shall display the word "Civilian".
- C. OPR shall regulate the issuance and revocation of all Department identification cards, and shall keep and maintain records pertaining to all identification cards issued, revoked, lost, and turned-in.

## **II. BADGES AND FEDERAL IDENTIFICATION NUMBERS**

- A. All sworn personnel shall be issued badges of a form and design(s) approved by the Chief of Police and the Commissioner of Public Safety.
1. Badges shall include the officer's rank and the words "Providence Police".
  2. Badges shall have a unique number, engraved on the obverse, which shall be used to identify to whom it has been issued.
- B. Federal Identification Numbers (FIDs) are one- to three-digit numbers that uniquely identify each sworn Department officer and civilian parking enforcement officer.
- C. The Human Resources Bureau shall regulate the issuance and revocation of all Department badges and FIDs, and shall keep and maintain records pertaining to all that are issued, revoked, lost, and turned-in.

## **III. DISPLAY OF IDENTIFICATION**

- A. FIDs shall be worn on the outer clothing, just above the right breast, whenever sworn personnel are in uniform.
- B. Badges shall be worn on the outer clothing, just above the left breast, whenever sworn personnel are in uniform.
- C. Non-sworn personnel, including agency volunteers and student interns, shall prominently display their identification cards upon their person at all times when in a Department facility or when engaged in official Department business.
1. Exception: Civilian parking enforcement officers shall not be required to prominently display their identification cards. Rather, they shall display their FIDs in the same manner as sworn personnel.

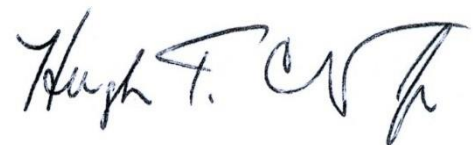
- D. Sworn uniformed personnel and shall be identified by their uniforms, badges, and FIDs. They shall refer seekers of their identification to their FIDs only when circumstances are such that providing their identification card, name, and rank/position could place them at a tactical disadvantage.
- E. Sworn, plain-clothes personnel shall display their badges in a specialized holder attached to their waist belts adjacent to their Department-issued firearms. They shall refer seekers of a form of identification to their FIDs only when circumstances are such that providing their identification card, name, and rank/position could place them at a tactical disadvantage.
- F. Undercover officers shall identify themselves and/or wear/display/carry identification commensurate with the nature of their duties and assignments.

**APPROVED:**



STEVEN M. PARÉ  
COMMISSIONER  
DEPARTMENT OF PUBLIC SAFETY

**APPROVED:**



HUGH T. CLEMENTS, JR.  
COLONEL  
CHIEF OF POLICE