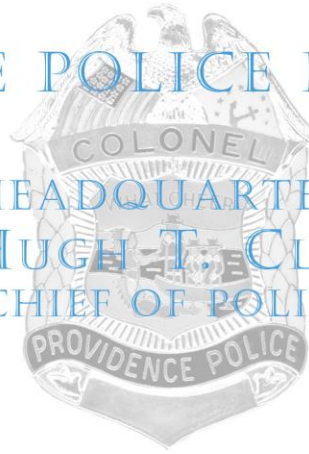


# PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS

COLONEL HUGH T. CLEMENTS, JR.

CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	120.01	1/27/2021	1/31/2021
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Written Directive System		12/5/2017; 2/2/2017; 7/14/2014; Supersedes: Memorandum #13 Series 2012, "PowerDMS™ Compliance Management System"; G.O. 120.01, "Written Directives", issued 6/17/2007; G.O. #3 Series 2003.	
REFERENCE		RE-EVALUATION DATE	
CALEA 12.2.1; 12.2.2		12/5/2023	
SUBJECT AREA		DISTRIBUTION	
Administration		All Affected Personnel	

## PURPOSE

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

## POLICY

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

## DISCUSSION

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

## PROCEDURE

### I. DESCRIPTIONS OF WRITTEN DIRECTIVES

- A. Written directives that are primarily in use within the Department include the following:
  1. Providence Police Department Rules and Regulations relating to the conduct, duties, and responsibilities of Department employees.
    - a. The Rules and Regulations are considered to be “the statutes or laws of the Department”. They are inflexible, rigid, and definite.
    - b. The Rules and Regulations shall be complied with by every permanent, part-time, temporary or volunteer employee of the Department.
  2. General Orders are written directives that establish Department policies and procedure, and shall contain, at a minimum:
    - a. A “Purpose” section, which states the aim of the directive.
    - b. A “Policy” section, which provides a statement of Department policy concerning the subject matter of the directive.
    - c. A “Discussion” section which, when populated, contains background information pertaining to the subject matter of the directive.
    - d. A “Procedure” section, which provides methods for accomplishing Department tasks.
    - e. Other sections, such as a “Provisions” section, may be included when deemed appropriate.
  3. Memorandums.
    - a. Directives in this classification are published primarily to inform and secondarily to direct.
    - b. Examples include, but are not limited to: parade and funeral announcements, seasonal uniform changes, changes in the Department Table or Organization, and promotional testing results.
  4. Training Bulletins.
    - a. Directives in this classification are published primarily to present selected, specific issues that apply to the policing function.

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

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

- A. General Orders will be issued according to subject matter and assigned to a general category as follows:
  - 1. 100 - Administration
  - 2. 200 - Human Resources
  - 3. 300 - Law Enforcement Operations
  - 4. 400 - Support Operations
  - 5. 500 - Community Services
- B. General Orders will be numbered according to general category, subject matter, and policy identifier number.
  - 1. Example: The policy entitled, "Written Directive System" is numbered 120.01.
    - a. The first digit, "1", indicates the general category, "Administration".

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

### **III. SOLE AUTHORITY**

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

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

- A. Written directives shall be developed by and/or forwarded to the Accreditation Manager for review prior to dissemination.
- B. Prior to dissemination, all directives, whether new or revised versions of existing directives, shall be subject to review by the following entities so as to ensure there are no conflicts with current agency directives, accreditation standards, or applicable laws:
  - 1. Chief of Police.
  - 2. Commissioner of Public Safety.
  - 3. Deputy Chief of Police.
  - 4. Division Commanders and/or his/her designee.
  - 5. Police Union officials, the City Law Department, and/or any other persons, when deemed appropriate by the Chief of Police and/or the Commissioner of Public Safety.
  - 6. Accreditation Manager.
- C. When applicable, policy reviews shall be undertaken in accordance with the most current collective bargaining agreement that is in force by and between FOP Lodge #3 and the City of Providence.

## **V. DISSEMINATION AND MANAGEMENT OF DIRECTIVES**

- A. The Accreditation Manager is responsible for the dissemination of written directives upon their being signed by and designated as effective by the Chief of Police and Commissioner of Public Safety.
- B. Currently, the Department utilizes the PowerDMS™ document management system.
  - 1. All directives are disseminated through PowerDMS™.
  - 2. Acknowledgement of receipt and review of disseminated directives is documented via the PowerDMS™ e-signature function.
- C. The automatic archiving (in lieu of purging) of an existing directive occurs within PowerDMS™ whenever the corresponding superseding or revised directive is uploaded into the system.
- D. All original written directives which bare the original or officially authorized stamped signatures of the Chief of Police and Commissioner of Public Safety, or their respective designees, shall be forward to the Commanding Officer of the Human Resources Bureau with a copy forwarded to the Commissioner's Office, and either placed in manuals or folders for reference and archival purposes.
  - 1. These documents shall not be purged so as to maintain a hard-copy record of all written directives issued by the Department.
- E. The Department shall continue to develop, as part of its official website, a web page providing links to those current directives/portions of said directives that, in the discretion of the Chief of Police, Commissioner of Public Safety, and City Law Department, have been deemed appropriate for disclosure under the State of RI's Access to Public Records Act (APRA).
- F. Department personnel who have been assigned access to PowerDMS™ shall log-in to his/her PowerDMS™ account at least once per scheduled work week and/or whenever so directed, and shall successfully complete any outstanding inbox tasks within one week and/or whenever so directed.

## **VI. INTERAGENCY COOPERATION DIRECTIVES**

- A. Any formal agreements addressing cooperation and mutual assistance between Providence Police and other law enforcement agencies shall be deemed public documents, subject to the Access to Public Records Act, R.I. Gen. Laws 38-2-1 et seq., and posted on the City's website unless it adversely impacts investigatory activities.
- B. Non-emergency aid/mutual aid agreements must be in compliance with applicable laws of the State of RI, including RIGL 30-15.8-3 and 45-42-2. Additionally:

1. The agreement must stipulate the conditions under which it may be activated.
2. The Training Bureau shall determine and implement any requirements deemed necessary pertaining to the implementation of the agreement.
3. The agreement shall be reaffirmed on the three (3) year anniversary of the last affirmation.
4. The agreement must be reviewed with all sworn personnel on an annual basis

**VII. PROVISIONS**

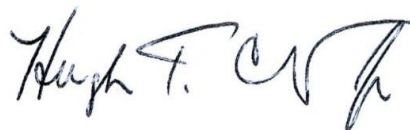
- A. In order to properly perform their duties, all affected employees of the Providence Police Department shall be thoroughly familiarized with and shall comply with the written directives issued by the Department.
- B. Every affected employee has a personal responsibility to seek clarification from a supervisor, up to and including, through the chain of command, the Chief of Police, whenever any directive is not clearly understood.
- C. The Chief of Police or his/her designee, shall prepare and make available on the city's website, as well as to the Providence External Review Authority, the City Council and the public, a quarterly report commencing with the city's fiscal year containing copies of any new policies or revisions to existing policies enacted during the report period.

**APPROVED:**



STEVEN M. PARÉ  
COMMISSIONER  
DEPARTMENT OF PUBLIC SAFETY

**APPROVED:**



HUGH T. CLEMENTS, JR.  
COLONEL  
CHIEF OF POLICE