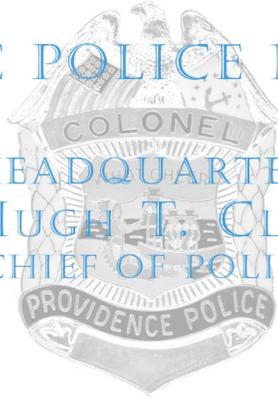


PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS
COLONEL HUGH T. CLEMENTS, JR.
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
Memorandum	#20 Series 2013	10/04/2013	10/06/2013
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Court and Hearing Notifications		N/A	
REFERENCE		RE-EVALUATION DATE	
N/A		N/A	
SUBJECT AREA		DISTRIBUTION	
Administration		All Personnel	

As the Providence Police Department continues its transition to electronic-based systems, such as PowerDMS™, for the dissemination, storage, and retrieval of information, it has recognized that a more modern and efficient means of making required Department-related scheduled court and hearing appearance notifications is possible.

Starting immediately, all agency personnel have computerized access to an electronic folder, named “Court and Hearing Dockets”, that resides in the “shared on ‘ppd-ntsr-1’(S:)’ drive. Access to the “Court and Hearing Dockets” folder can be accomplished by:

1. Double-clicking the “My Computer” icon on the Windows™ desktop;
2. Double clicking on the shared drive;
3. Double clicking on the “Court and Hearing Dockets” folder.

To add a Windows™ desktop shortcut to the “Court and Hearing Dockets” folder which will be present whenever you log onto a Department desktop computer, follow the first two steps above. Then:

1. Right-click on the “Court and Hearing Dockets” folder, which will open a drop-down box;
2. Move the mouse cursor over the “Send to” option in the drop-down box, which opens a second drop-down box;
3. Move the mouse cursor to and left-click the “Desktop (create shortcut)” option in the second drop-down box.

Five (5) Microsoft Excel spreadsheets reside within the “Court and Hearing Dockets” folder, as follows:

- Municipal Court Docket
- Traffic Tribunal Docket
- District/Family Court Docket
- Superior Court Docket
- Hearings Docket

These spreadsheets contain listings of all known required Department-related scheduled court and hearing appearances.

The Prosecution Bureau’s sworn and civilian staff members have sole responsibility for the timely and accurate updating and maintenance of these spreadsheets and for the information contained therein. Every effort shall be made to enter information into and/or update these spreadsheets on the date that such information is received. Information received by the Prosecution Bureau after its normal hours of operation shall be input on the appropriate spreadsheet no later than the following business day.

All sworn and non-sworn agency personnel are responsible for accessing each of these spreadsheets, and for determining whether or not they have any required Department-related scheduled court or hearing appearances, at least once during each tour of duty worked.

Upon notification of a required Department-related scheduled court or hearing appearance, personnel so notified shall be in attendance in accordance with the Providence Police Department Rules and Regulations Part II, Section 200, paragraph 200.38, entitled “DEMEANOR WHEN TESTIFYING”, subsection “A”, which states:

*“Whenever a member or an employee is notified to appear in any court proceeding or administrative hearing, he/she shall be in attendance at said proceeding, on time... unless properly excused by the court.”***

**Note: This section has been abridged so as not to include any references to proper court attire, which is not covered by this memorandum.

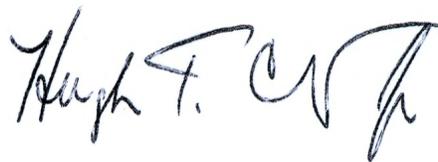
The Department recognizes that, at times, circumstances may dictate the need to implement alternative methods of notification. It must be stressed, however, that all personnel who receive notification of a required Department-related scheduled court or hearing appearance, regardless of the notification method used or the timing of said notification, are obligated to act in accordance with subsection “A” of paragraph 200.38, as cited above. Furthermore, personnel who are officially excused by proper authority from attending a Department-related scheduled court or hearing appearance shall immediately notify the Prosecution Bureau of that fact.

APPROVED:



STEVEN M. PARÉ
COMMISSIONER
DEPARTMENT OF PUBLIC SAFETY

APPROVED:



HUGH T. CLEMENTS, JR.
COLONEL
CHIEF OF POLICE