

Rhode Island State Police



Civilian Employees

Rules & Regulations

As Amended:
October 2009
January 2011
April 2012

THE DIVISION OF STATE POLICE IS AN
AFFIRMATIVE ACTION/EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER

FOREWORD

The Rhode Island State Police was established in 1925 as a law enforcement agency entrusted with the control of traffic, the maintenance of safety on the state's highways, and the investigation and suppression of crime. For over eighty-two (82) years, troopers and civilian personnel have tirelessly performed these duties under the able supervision of a succession of noteworthy superintendents. In May of 1997, Colonel Edmond S. Culhane, Jr., enacted this document as the official RULES AND REGULATIONS FOR CIVILIAN EMPLOYEES of the Rhode Island State Police. Effective, August 5, 2007, Colonel Brendan P. Doherty hereby enacts the first revised edition of these official Rules and Regulations.

The Division of State Police recognizes the invaluable service that civilian employees provide in helping to achieve the Division's goals and mission. The civilian employees are an integral part of the Division and their undying dedication is hereby recognized. In order to guide the Division's civilian employees, the following Rules & Regulations are being provided for their benefit and clarification. The Rules & Regulations manual is supplemented by a procedural manual, which details specific procedural aspects of the civilian employees' daily routine.

Civilian employees shall read these Rules & Regulations with the understanding that there may arise unforeseeable circumstances to which no provision of this manual is strictly applicable. The lack of a rule or regulation governing such case does not mean that civilian employees' conduct may deviate from the superior standards that have been the hallmark of the Division for over three quarters of a century.

The Superintendent, who is appointed by the Governor and serves at the Governor's pleasure, has authority to interpret the Rules & Regulations of the Rhode Island State Police, subject to the approval of the Governor.

RHODE ISLAND STATE POLICE

CHAIN OF COMMAND

POSITION	1 ST LINE SUPERVISOR	2 ND LINE SUPERVISOR
Lieutenant Colonel, Deputy Superintendent	Colonel	None
Majors	Colonel	None
Captain, Professional Standards	Colonel	None
Division Chaplains	Colonel	None
Captain, District "A"	Lieutenant Colonel, Deputy Superintendent	Colonel
Captain, District "B"	Lieutenant Colonel, Deputy Superintendent	Colonel
Detective Commander	Lieutenant Colonel, Deputy Superintendent	Colonel
Captain, Special Assignments Officer	Major, Department of Public Safety	Colonel
Chief Legal Counsel	Colonel	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Accreditation Manager	Major, Inspectional Services	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Staff Services	Major, Chief Administrative Officer	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Fleet/Supply Administrator	Major, Chief Administrative Officer	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Traffic/Planning, Research	Major, Chief Administrative Officer	Lieutenant Colonel, Deputy Superintendent
Commandant, Training Academy	Major, Chief Administrative Officer	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Operations Officer	Captain, District "B"	Lieutenant Colonel, Deputy Superintendent

POSITION	1ST LINE SUPERVISOR	2ND LINE SUPERVISOR
Commercial Enforcement Unit	Captain, District "A"	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Scituate Barracks	Captain, District "A"	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Lincoln Woods Barracks	Captain, District "A"	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Hope Valley Barracks	Captain, District "B"	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Wickford Barracks	Captain, District "B"	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Portsmouth Barracks	Captain District "B"	Lieutenant Colonel, Deputy Superintendent
Lieutenant, Night Executive Officer	Captain, District "A"	Lieutenant Colonel, Deputy Superintendent
Governor's Security	Lieutenant Colonel, Deputy Superintendent	Colonel
Assistant Detective Commander	Detective Commander	Lieutenant Colonel, Deputy Superintendent
Auto Theft & Insurance Fraud/ Workers' Compensation Investigations Unit	Asst. Detective Commander	Detective Commander
Auto Theft & Insurance Fraud (civilians)	Asst. Detective Commander	Detective Commander
Narcotics Unit	Asst. Detective Commander	Detective Commander
High Intensity Drug Trafficking Area (HIDTA)	Asst. Detective Commander	Detective Commander
Workers' Compensation Investigations Unit	Asst. Detective Commander	Detective Commander
Intelligence	Detective Commander	Lieutenant Colonel, Deputy Superintendent

POSITION	1ST LINE SUPERVISOR	2ND LINE SUPERVISOR
Financial Crimes Unit (FCU)	Asst. Detective Commander	Detective Commander
Financial Crimes Unit (FCU) – civilians	Non-commissioned Officer, FCU	Lieutenant, FCU or Asst. Detective Commander
Computer Crime Unit	Asst. Detective Commander	Detective Commander
Criminal Identification Unit (CIU)	Asst. Detective Commander	Detective Commander
Detective Office Administrator/Evidence Officer/Charitable Gaming	Asst. Detective Commander	Detective Commander
RI Lottery	Asst. Detective Commander	Detective Commander
Major Crimes Unit/ACI Detectives	Asst. Detective Commander	Detective Commander
Confidential Transcribers	Asst. Detective Commander	Detective Commander
Executive Secretary	Colonel	Lieutenant Colonel, Deputy Superintendent
Finance Director, Office of Central Management, Department of Public Safety	Major, Chief Administrative Officer	Lieutenant Colonel, Chief of Field Operations
CEU Assistant	Non-Commissioned Officer, CEU	Captain, District “A”
Administrative Assistant – Fleet / Supply	Lieutenant, Fleet/Supply Administrator	Major, Chief Administrative Officer
Radio Bureau	Lieutenant, Technology & Communication Services	Major, Chief Administrative Officer
Phone Operator, Front Office	Lieutenant, Technology & Communication Services	Lieutenant, Personnel Officer
Operations/Maintenance Coordinator	Fleet/Supply Administrator	Major, Chief Administrative Officer

POSITION	1ST LINE SUPERVISOR	2ND LINE SUPERVISOR
Utility Maintenance Technicians	Operations/Maintenance Coordinator	Fleet/Supply Administrator
NCIC/RILETS	Lieutenant, Technology & Communication Services	Major, Chief Administrative Officer
UCR	Lieutenant, Technology & Communication Services	Major, Chief Administrative Officer
Missing Children	Lieutenant, Technology & Communication Services	Major, Chief Administrative Officer
Charitable Gaming	Asst. Detective Commander	Detective Commander
MIS	Lieutenant, Technology & Communication Services	Major, Chief Administrative Officer
Technical Services	Lieutenant, Technology & Communication Services	Major, Chief Administrative Officer
Administrative Secretary	Major, Chief Administrative Officer	Lieutenant Colonel, Deputy Superintendent

In the event the first or second line supervisor is unavailable, the next ranking superior officer(s) will be in charge of the respective unit.

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CHAPTER I

1. ORGANIZATION OF THE DIVISION OF STATE POLICE

- A. The Rhode Island State Police is a Division of the Executive Department of State Government and consists of sworn members of the force with police power and civilian personnel.
- B. The Division consists of the following members: a Superintendent who shall have the rank of full Colonel; one lieutenant colonel, three majors; as many captains as the superintendent shall deem necessary; as many lieutenants as the superintendent shall deem necessary; and such other personnel, the number and rank of who shall be designated by the superintendent, and the general assembly shall annually appropriate such sum as it may deem necessary for the payment of the salaries of the members of the division. The member of the Rhode Island State Police who shall be assigned by the superintendent to execute the duties of deputy superintendent shall have the rank lieutenant colonel.
- C. The Division shall be organized with such bureaus, sections, or units as the Superintendent may establish.
- D. The Division shall consist of a headquarters and three (3) bureaus: the Patrol Bureau, Detective Bureau, Administrative Bureau (see Organizational Chart).
- E. **Headquarters** shall be comprised of the Superintendent as the head of the Division, the Deputy Superintendent - Chief of Field Operations, the superior officers assigned to duties as Majors, Captains, Finance Director - Office of Central Management, and such other members of civilian personnel as may be assigned by or come under the immediate command of the Superintendent.
- F. The **Patrol Bureau** shall be comprised of the Barracks Patrol sections, the Tactical Team, the Governor's Security Detail, the Commercial Enforcement Unit, the Canine Tracking Unit, and such other sub-units of this Division, staffed by uniformed members as the Superintendent may establish as part of said Division.
- G. The **Detective Bureau** shall be comprised of the Area Investigative teams, the Narcotics Unit, Financial Crimes Unit, Computer Crimes Unit, Auto Theft Unit, Workers' Compensation Investigations Unit, Intelligence Unit / Fusion Center, Criminal Identification Unit, and such other sub-units

staffed by non-uniformed personnel, as the Superintendent may establish as part of this Division.

- H. The **Administrative Bureau** shall be comprised of the Training Bureau, the Traffic /Planning and Research Unit, the Technology and Communication Services Unit, and the Fleet/Supply Administration Unit.

2. SUPERINTENDENT

- A. The head of the State Police shall be the Superintendent who shall be a qualified police administrator. The Superintendent shall be appointed by the Governor and shall serve at the Governor's pleasure.
- B. The Superintendent shall hold the rank of full Colonel and, when in uniform, wear the insignia of that rank.
- C. The Superintendent is the head of the State Police with all powers, rights and duties prescribed by law. He is responsible for the administration and discipline of the Division and is charged with, and responsible for, the enforcement and execution of all laws and regulations of the Division.
- D. Subject to pertinent laws and these regulations, the Superintendent, with the approval of the Governor, has statutory authority to make rules, regulations, and policies not inconsistent with law, for the examination and qualifications of applicants for appointment to the State Police. He has the authority to discipline, control, and remove sworn members and civilian personnel. He has the authority to promulgate to the Division these rules, regulations, policies, or any orders or instructions of the Governor for the execution of the State Police mission.

3. DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT

- A. The Superintendent shall be personally and directly responsible to the Governor for the execution of the State Police mission and for the recruitment and selection procedures, training, discipline, structure, efficiency and morale of the force. The Superintendent shall keep the Governor informed of all ongoing investigations, except where prohibited by law.
- B. The Superintendent shall annually, in the month of January, make a report to the General Assembly showing the activities of the Division and shall

make such a report to the Governor upon the Governor's request. He shall also submit a budget and other fiscal documents required to support the Division to the Budget Office.

- C. The Superintendent shall make certain that the operations of all Departments, Bureaus, and Units support one another wherever possible.
- D. The Superintendent shall study any factors that might prevent the Division from functioning efficiently, including any possible morale-destroying situations or influences, and take all appropriate steps to correct any such problems.
- E. The Superintendent shall visit all State Police facilities periodically to ensure that such facilities are properly operated and maintained.
- F. The Superintendent shall cause a general inspection to be made of all members of the force at least once a year and shall establish such other systems of inspection and control as may be necessary to ensure the efficient administration of the Division.
- G. The Superintendent shall promptly investigate, or cause to be investigated, any complaints or charges brought against the Division or any member or employee thereof.
- H. The Superintendent shall appoint various members to serve on personnel evaluation boards, recruit screening boards, commendation boards, and disciplinary hearing boards as may be necessary.
- I. The Superintendent may, in his discretion, suspend from duty any member or employee of the force for any violation of these regulations or for any insubordination. He shall promptly proceed with the necessary disciplinary procedures as set forth elsewhere in these regulations.
- J. The Superintendent has the authority to assign, detail, or transfer any member or employee to or from any unit or assignment, whenever he shall deem such action to be in the best interest for the efficiency, discipline, or morale of the Division.
- K. The Superintendent, when deemed necessary, shall promote members and employees of the Division. He shall ensure that only the best-qualified persons are promoted and that character, ability, performance, aptitude, and depth of experience will determine who is to be promoted.

- L. The Superintendent shall, from time to time, confer with his subordinate officers for the purpose of giving orders or instructions and to promote uniformity in the administration of the Division of State Police.
- M. The Superintendent shall maintain a specific workweek of not less than forty hours. He shall be readily available in "on-duty" status to provide for the proper administration of the Division of State Police.

4. ABSENCE OF SUPERINTENDENT

- A. The Superintendent shall regulate his office so that at all times when he is absent, it shall be under the command of the Deputy Superintendent, or a Command Staff Officer not lower in rank than Captain, designated by the Superintendent.
- B. This officer, while in such temporary command, shall be regarded as the representative of the Superintendent and his commands shall be obeyed throughout the organization.

5. LIEUTENANT COLONEL-DEPUTY SUPERINTENDENT/CHIEF OF FIELD OPERATIONS ACTING AS SUPERINTENDENT

- A. The Lieutenant Colonel - Deputy Superintendent shall, while there is a vacancy in the Office of the Superintendent, be vested with all the powers and authority of the Superintendent.

6. LIEUTENANT COLONEL-DEPUTY SUPERINTENDENT/CHIEF OF FIELD OPERATIONS

- A. The Lieutenant Colonel - Deputy Superintendent / Chief of Field Operations shall be second in command and shall hold the rank of Lieutenant Colonel. He is responsible for assisting the Superintendent in the efficient administration, control, and operation of the Division. In the absence of the Superintendent, the Lieutenant Colonel - Deputy Superintendent shall be Acting Superintendent.
- B. The Lieutenant Colonel - Deputy Superintendent / Chief of Field Operations shall keep the Superintendent thoroughly informed of important events, serious crimes, criminal conditions, and other unusual conditions. He / she shall disseminate information, orders, instructions,

and policies on behalf of the Superintendent. He / she shall have responsibility, as prescribed by the Superintendent, for the implementation and administration of rules, regulations, policies and orders.

- C. This position is part of the Uniform Bureau of the Division and the Lieutenant Colonel - Deputy Superintendent / Chief of Field Operations shall, while on duty, wear the prescribed uniform unless plain clothes have been specifically authorized by the Superintendent.

7. DIVISION MAJORS

- A. The Division Majors are superior officers who inspect, survey, and evaluate all phases of Division operations, efficiency, discipline, and morale. The Division Majors have no unit command function, but have the authority to inspect, investigate, observe, and interview any member of any unit of the Division, in the proper execution of their mission.
- B. The Division Majors assist the Superintendent by recommending personnel for promotion, training, and assignment, serve as members of the Training Committee, assists with the Division's multi-year Strategic Plan and the Field Training Officer Program.
- C. The Division Majors report to the Superintendent concerning any Division procedure or condition that appears to be unsuitable, cumbersome, or otherwise inefficient. Additionally, they shall report the failure to any unit commanding officer to enforce Division regulations, especially when such a failure may tend to discredit the Division.
- D. A Division Major shall serve as the Chief Administrative Officer. As such, the Division Major is responsible for the general personnel and employee relations functions relating to all personnel and shall have the responsibility over the Technology and Communications Services Unit, the Traffic Planning and Research Unit, and the Training Academy, Fiscal Office, Fleet/Supply Administration Office, and Maintenance Section.
- E. A Division Major shall serve as the head of Inspectional Services. As such, the Division Major is responsible for the annual review of Division policies, procedures, practices, and forms to ensure compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards. As such, this Major oversees the Accreditation Unit, inspects Division facilities and property, and annually audits all property held by

the Division. The Major, Inspectional Services provides orientation to new employees.

- F. A Division Major shall also serve as the Superintendent's Commanding Officer to the Department of Public Safety (DPS). As such, the Division Major shall oversee the day-to-day operations and management of the agencies that comprise the Department of Public Safety.

8. CAPTAIN, PROFESSIONAL STANDARDS

- A. The Captain, Professional Standards Unit, shall ensure the accountability of all internal investigations and confidential matters, and shall oversee the investigation of complaints against sworn and civilian personnel.

9. CAPTAIN, SPECIAL ASSIGNMENTS OFFICER

- A. The Captain, Special Assignments Officer works on long-term projects as assigned by the Superintendent. These projects may include the Rhode Island State Police and/or Department of Public Safety.

10. DIRECTOR OF FINANCE/CENTRAL MANAGEMENT OFFICE

- A. The Director of Finance/Central Management Office fulfills two purposes within the Division: fiscal management and supervision of particular record keeping.
- B. The Director of Finance/Central Management Office, under the function of fiscal management, is responsible for establishing, implementing and supervising the budget of the Division. He/she reports directly to the Major, Chief Administrative Officer_regarding all matters concerning budgetary management.
- C. The Director of Finance/Central Management Office, under the clerical record-keeping function, is responsible for collecting, processing, preparing, maintaining, and disseminating (with the approval of the Superintendent) all information, reports and records relating to the salary and benefits accruing to the officers and other employees of the Division of State Police. The Director of Finance/Central Management Office has the same responsibilities in connection with requisitions, purchase orders,

and other records dealing with contractual or other services, supplies or other material needed for Division purposes.

- D. The Director of Finance/Central Management Office, under the function of personnel officer, is responsible for monitoring and maintaining the Division's Performance Appraisal Management System, as well as the Field Training Officer (FTO) Program. These responsibilities include overseeing annual performance appraisals for sworn and civilian personnel as well as probationary and post-promotional appraisals of all sworn Division members. Additionally, the Director of Finance/Central Management Office manages the time/attendance records of all sworn Division members.

11. COMMANDING OFFICERS

- A. The Commanding Officer of any unit within the Division, regardless of their rank, is the superior officer of every person in that unit. They are responsible for the efficient performance of every member and employee under their command.
- B. The Commanding Officers, subject to the approval of the Superintendent, may establish such minor regulations and policies as deemed necessary for the discipline of the members of their immediate command and for the satisfactory control of the operation thereof.
- C. Commanding Officers shall have command authority through their assignment to a command position by an Executive Order, or by a specific delegation of command authority by their superior officer.
- D. The duties of a Commanding Officer are as follows:
 - i. Commanding Officers of any unit of the Division, at all times, shall lead their unit; make plans and decisions for its efficient operation; provide for the training and supervision of the members and civilian personnel of their unit; foster discipline and morale; and ensure that the mission of their unit is efficiently carried out.
 - ii. Commanding Officers shall establish whatever details and assignments are necessary for the efficient performance of their unit's assignment.
 - iii. Commanding Officers shall be responsible for the punctual reporting for duty of all personnel within their command. They

shall keep or cause to be kept, a record of each member's or civilian personnel's attendance, overtime, court time, call back time, days off, vacation, leaves of absence, sick leave or suspension.

- iv. Commanding Officers shall report immediately to their superior officer any unusual occurrence or serious crime and they shall be held responsible for the proper handling of any crime, incident or matter.
- v. Commanding Officers shall be responsible for keeping the Division's standard records, reports, and accounts that pertain to the operation and execution of the activities of the unit under their command.
- vi. Commanding Officers shall inspect, or cause to be inspected, all personnel equipment, supplies, and installations assigned to their command. They shall be responsible for the good order, proper care, use efficiency, and serviceability of all Division property assigned for the use of their unit and ensure its proper use by the members of their command.
- vii. Commanding Officers shall constantly train their subordinates through example, precept, admonition, corrections, formal and informal instruction, seminars, conferences, field and staff problems, and through any other suitable way.
- viii. Commanding Officers shall foster efficiency, good discipline and high morale among the members and civilian personnel of their command. They shall report every complaint made against members or civilian personnel to the Professional Standards Unit. The Commanding Officer, if assigned by the Professional Standards Unit, shall investigate any complaint made against the members or civilian personnel of their command; and violations of department's regulations committed by them or any conditions, incidents, or situations tending to undermine the good order and discipline of their unit. A full report containing their findings and recommendations of the investigation is to be submitted to the Professional Standards Unit.

12. SUPERIOR OFFICERS

- A. In addition to the Lieutenant Colonel - Deputy Superintendent / Chief of Field Operations, the Superintendent may appoint other superior officers

that are subordinate to the Lieutenant Colonel – Deputy Superintendent as authorized by law. Superior officer ranks are designated as Lieutenant Colonel, Major, Captain, Lieutenant, Sergeant and Corporal.

- B. Superior officers shall take precedence by seniority, that is, date of appointment in present rank, unless otherwise ordered by proper authority. If two or more members are appointed to their present rank on the same day, the determining factor will be seniority as determined by the date of appointment to the Division. The assigned senior officer present for duty in each bureau/unit of the Division shall be in command of the Division unless otherwise ordered by competent authority.
- C. Superior officers in the Division, by law and by these regulations, have sufficient authority to perform their assigned mission. Any superior officer who is directed to act in a capacity of rank above their ordinary or usual rank shall for that necessary time possess the authority of that rank.
- D. Every member of the Division has a supervisory officer; namely, the next officer above them 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 their physical presence does not relieve the superiors of their supervisory responsibilities. It is their specific duty to know who their immediate supervisory officer is and their duty to ensure that all subordinates know the identity of one's supervisory officer.
- E. Superior officers and civilian supervisors shall not abuse those under their command by disrespect for their dignity as human beings.

13. PROFESSIONAL STANDARDS UNIT

- A. The purpose of the Professional Standards Unit is to ensure thorough and objective investigations of any allegations or complaints of misconduct against the Division's personnel, so that the Division may defend them or take appropriate disciplinary action. The functions and responsibilities of the Professional Standards Unit include:
 - i. Processing all complaints or allegations of misconduct against Division personnel.

- ii. Conducting investigations pertaining to allegations of a criminal nature and those of violations of the Division's rules and regulations.
 - iii. Assisting in internal investigations conducted by personnel in other bureaus/units throughout the Division.
 - iv. Maintaining records pertaining to allegations of misconduct.
- B. The goal of this bureau is to maintain the integrity of the Division; to protect troopers and civilian employees and their families from false accusations or harassment; to identify and investigate misconduct; and to carry out such other duties as required by the Superintendent.

14. DISTRICT COMMANDERS

- A. The District Commanders are responsible for assisting the Lieutenant Colonel - Deputy Superintendent in the efficient administration, control, and operation of the Division. District Commanders are accountable for the supervision and operation of all units under their command. District Commanders are responsible for assigning, supervising, and evaluating the duties and performance of troopers who report to them. They have the prerogative to delegate authority, to enforce compliance with rules and regulations, and to relieve from duty any trooper under their supervision who is clearly unfit for duty.
- B. District Commanders shall promptly execute all directives and orders issued to them by superior officers, and shall carry out such other duties as may be required by the Superintendent.

15. CHIEF LEGAL COUNSEL

- A. The Chief Legal Counsel shall serve as in-house legal counsel to the Superintendent and the Department of Public Safety, and shall report to the Superintendent. He/She shall advise the division command staff in matters of discipline and grievances involving Division personnel, both sworn and civilian.
- B. The Chief Legal Counsel shall draft legal opinions of current state and federal law, as related to the Department of Public Safety practices and policy. He/She shall also monitor state and federal legislation in matters that effect Department of Public Safety operations.

- C. The Chief Legal Counsel shall assist the Division's Professional Standards Unit in the prosecution of employees at in-house board hearings, LEOBR hearings, and Department of Public Safety agency grievance proceedings. He/She shall serve on the Labor Relations Contract Negotiations Committee. He/She shall issue Legal Bulletins when appropriate.
- D. The Chief Legal Counsel shall act as liaison to and provide assistance to the Attorney General's Office regarding litigation involving Department of Public Safety agencies.

16. DETECTIVE COMMANDER

- A. The Detective Commander is responsible for supervising and coordinating the activities of the Detective Bureau. He/She shall assign, supervise, and evaluate the duties and performance of members under his/her supervision. The Detective Commander shall carry out all other duties assigned to him/her by the Superintendent.

17. DETECTIVE BUREAU

1. Major Crimes Unit

- a) The Major Crimes Unit performs investigative functions to include investigating homicides, arsons, sexual assaults, robberies, and any other crimes that the Rhode Island State Police investigates that are confidential in nature. Other functions include the follow-up of preliminary investigations by the Patrol Bureau. When cases have resulted in criminal arrest, detectives will assist in the presentation of the case before the court of law or a grand jury.

2. Criminal Identification Unit

- a) The members of the Criminal Identification Unit perform specialized services involving the investigation of crime scenes and evidence, and the identification of criminals and suspected criminals. This unit is responsible for fingerprinting, photographing, processing evidence, and information regarding all individuals arrested by the State Police. At crime scenes, members of the unit are responsible

for locating, documenting, and/or taking into possession physical evidence.

- b) The special services performed by this unit include latent fingerprint lifting and the transmission of fingerprints to the Federal Bureau of Investigation in Washington, DC, and the State Bureau of Criminal Identification.

3. *Narcotics Unit/HIDTA*

- a) The Narcotics Unit's function is the investigation and suppression of illicit drug dealing and drug-related activities. Members of the unit are skilled in the use of informants, the preparation and execution of search warrants, the demonstration of probable cause for court-approved wiretaps, and all forms of undercover work.
- b) HIDTA's function is to develop and maintain a partnership with local, state, and federal law enforcement agencies to reduce the number of retail and wholesale drug markets, and to exchange information on criminals, their associates, and practices.

4. *Financial Crimes Unit*

- a) The Financial Crimes Unit's function is to investigate white-collar crime and public corruption. Members of the unit work in conjunction with Fraud Managers who possess a working knowledge of accounting principles that they utilize in compiling evidence to bring appropriate criminal charges and provide testimony before the appropriate court of law.

5. *Auto Theft and Insurance Fraud Unit*

- a) The Auto Theft and Insurance Fraud Unit's function is to investigate and to suppress illegal activity involving the theft and resale of motor vehicles and motor vehicle parts. Members of the unit have received specialized training in locating the hidden vehicle information numbers that have been stamped onto vehicles by the manufacturer.

6. *Workers' Compensation Investigations Unit*

- a.) The Workers' Compensation Investigations Unit is responsible for investigating claims for workers' compensation insurance filed by covered employees of the State of Rhode Island. Members of the unit are also responsible for generating and preparing reports specific to the requirements of the various investigations performed. The members of this unit must learn specialized techniques involved in the conduct of investigations, particularly with regards to using covert surveillance techniques and equipment.

7. *Computer Crimes Unit*

- a) The Computer Crimes Unit handles criminal violations of law generally involving electronic hardware, software, digital storage media, and networks. Electronic crimes include, but are not limited to; possession and transmission of child pornography, indecent solicitation of a child, unlawful computer access, auction fraud, identity theft, and network intrusions.

8. *Intelligence Unit/Fusion Center*

- a) The Intelligence Unit / Fusion Center directs its activities toward the suppression of organized crime and its related activities, including criminal homicide, robbery, extortion, fraud, arson, illegal gambling, prostitution and narcotic trafficking. This unit also handles with the investigation and suppression of all forms of terrorism. In its effort to ensure the detection, apprehension, and prosecution of organized crime and terrorist elements, the Unit will utilize various legally permissible forms of investigative and surveillance activities.

9. *Property Officer*

- a) The Property Officer is responsible for maintaining control and disposition of evidence and/or property seized by Division members and stored at the Headquarters complex.

The Property Officer takes custody of all seized guns, jewelry, U.S. currency and/or other items of substantial monetary value, and also maintains records regarding the location, disposition and/or removal of all seized evidence and/or property.

18. ADMINISTRATIVE SERVICES BUREAU

1. Training Academy

- a) The Training Academy is responsible for recruiting, testing of applicants, developing and administrating all training programs for the Division. It is the task of the Training Academy to analyze the needs of the Division that are critical to proper job performance and to develop and implement a curriculum designed to fulfill those needs.
- b) The programs developed by this bureau include entrance-level training, in-service and specialized training, and courses of instruction incorporating the most recently developed law enforcement practices and techniques. Through these programs, the Training Academy seeks to ensure that all members of the Division have the proper training to discharge their duties and responsibilities with dignity and in the professional manner that will inspire public confidence and respect.

2. Traffic Services / Planning and Research Unit

- a) The Traffic Services / Planning and Research Unit is responsible for conducting thorough research efforts to determine the feasibility of proposed programs. Under its planning function, this bureau designs and develops technical and administrative programs, and procedures when so directed by the Superintendent.
- b) Members of this unit are responsible for assisting the Superintendent and the Lieutenant Colonel - Deputy Superintendent in order to assure a coordinated effort toward realizing organizational efficiency in the Division.

- c) The Traffic Services / Planning and Research Unit coordinates all Division highway safety initiatives to include; speed enforcement, DUI enforcement, and child passenger safety programs, among others.

- d) The Traffic Services / Planning and Research Unit also oversees the Court Prosecution Officer at the Rhode Island Traffic Tribunal (RITT). The Prosecution Officer represents the Division at motion hearings, appeals, and answers all requests by motorists and counsel regarding Division related RITT matters.

- e) The Traffic Services/Planning and Research Unit shall oversee the Uniform Crime Reporting (UCR) Section.

- f) **Uniform Crime Reporting (UCR) Section**
 - i. The Uniform Crime Reporting (UCR) Section serves as the clearinghouse for the state's crime information collection system. The police of all cities and towns, State Police Barracks, and other law enforcement agencies in Rhode Island send crime statistics to the bureau.

 - ii. The UCR Section checks the data for accuracy and, after any required revision have been made, forwards the data to the Federal Bureau of Investigation to become part of the national compilation.

 - iii. The UCR Section also has the responsibility of maintaining direct contact with individual contributors within the State in connection with crime reporting matters. Upon request from the contributing agencies, the staff of this unit may provide training for local personnel assigned to clerical and technical tasks dealing with the handling of Uniform Crime Report statistics and report preparation

3. *Fleet Administration Officer/Supply Section*

- a) **Fleet Administration Officer** - The Fleet Officer is responsible for new vehicle specifications, emergency equipment, laptop computer, and video camera installation, as well as maintenance and auto body repairs of the Division's fleet. The Fleet Officer also supervises the Operations/Maintenance Coordinator.
- b) **Supply Section** - the Supply Section issues all uniforms and required leather accessories to troopers and such other authorized equipment as they may require. In addition, the Supply Section orders and distributes any supplies required for operations of the barracks and other units and sections of the Division.

4. *Operations/Maintenance Coordinator*

- a) The Operations/Maintenance Coordinator is responsible for determining, coordinating, procuring, and supervising the work of all Division utility maintenance personnel, subcontracted services and contractors engaged in facilities operations. This includes the overall preventive and predictive maintenance services for all buildings, structures, and utilities under the control of the Division, as well as all work related to the performance of repairs, including, but not limited to, mechanical, electrical, and plumbing systems, communications infrastructure, site utilities, grounds (all seasonal functions), and exterior building envelopes. The Operations/Maintenance Coordinator also supervises civilian members assigned to the Maintenance Section.
- b) All work coordinated, planned for, and supervised under the control of the Operations/Maintenance Coordinator shall be done in strict accordance with all rules, regulations, standards, and codes to assure both occupational and public safety.

5. Technology and Communications Services Unit

- a) The **Technical Services (TSS) Section** supports the statewide law enforcement information system. This system is designed to fulfill the Division's statutory responsibility to provide for the operation and maintenance of an information system having the ability to collect, exchange, and disseminate information to the police and other authorized agencies. The system is based on duplex computers at the Division's headquarters facility and includes terminals in all state and local law enforcement organizations. TSS personnel have the mission of ensuring that all users of the system adhere to the national and local standards established for message quality and integrity.
- b) **Management Information Systems (MIS) Section** functions as the management control center for the State Police computer system. Additionally, this unit is responsible for the Division's electronic Records Management System (RMS).
 - i. The duties of the staff in this section encompass both computer and communications technologies, and members are required to perform a wide variety of tasks related to both technical and computer management activities.
- c) The **Radio Service Section** has primary responsibility within the Division for the quality, convenience, speed, and reliability of all maintenance required for the extensive radio and microwave systems of the Rhode Island State Police. The technicians assigned to this section are responsible for installing, repairing, and maintaining in satisfactory operating condition, all VHF radio, microwave, and radar equipment. They are also responsible for ensuring that the police radio systems conform to the rules and regulations of the Federal Communications Commission. They shall also install, repair, and maintain all recording, amplifying, and intercom systems in use by the Division. The chief technician has the additional responsibility of providing for the procurement, storage and security of replacement parts for all radio, electronic, and radar equipment.

- d) **Accident Reports / Missing and Exploited Children Section**
 - i. In accordance with state law, this section directs its activities toward the investigation of missing and exploited children cases. This section also collects, files, and distributes to school districts, US postal branches and all enforcement agencies in the state, descriptive information about reported missing children.
 - ii. The staff also coordinates its services with those of the Department of Children, Youth and Families and the National Center for Missing and Exploited Children in public education and other programs designed to aid law enforcement in the locating of missing children and in suppressing child exploitation.
 - iii. This section is additionally responsible for responding to all requests made to the Division for copies of motor vehicle accident reports.

19. ACCREDITATION UNIT

- A. The Accreditation Unit coordinates the preparation, revision, and editing of all policies, procedures, directives, and practices to satisfy standards promulgated by the Commission on Accreditation for Law Enforcement Agencies (CALEA). This unit also assists personnel in the review of their particular function(s) within the Division for accreditation purposes, as well as provides new employees with overview of the accreditation process.
- B. The Accreditation Unit manages the Division's level of compliance for re-accreditation purposes and develops a review system to ensure that accreditation standards are being met through required periodic activities and reports.

20. GOVERNOR'S SECURITY

- A. The Governor's Security Detail provides personal security for the Governor of Rhode Island, his family, and any other persons designated by the Governor or the Superintendent. This unit also provides security for the Governor's residence and property, and assists in securing the

grounds, buildings, and property of the State Capitol. In the event of illegal activities occurring at the Governor's residence or the State Capitol, this unit will take immediate police action in order to restore law and order.

21. DIVISION PHYSICIAN

- A. The Division Physician is responsible for examining all Division members. He / she must answer questions and matters referred to him on the order of the Superintendent, including crimes, casualties, nuisances, and injuries. Assistance is also available to members who have suffered on-duty or off-duty injuries or illness. The Division Physician shall also render medical advice and referral assistance to members.

22. DIVISION CHAPLAINS

- A. The Division recognizes the physiological and psychological tensions that police officers experience as they investigate crimes, accidents, and disasters on a daily basis, or as they experience the misery felt by persons whom they must notify regarding the death or serious injury or a relative. The function of the Division Chaplains is to offer counseling, encouragement, and consolation to troubled officers.
- B. To fulfill their ministry, the Division Chaplains, when requested by the Superintendent, shall be available when members are dispatched for civil disorders, storms, or other disasters where the unique services of a chaplain may be needed.

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CHAPTER II COURTESY AND CONDUCT

1. OBEDIENCE TO LAW

- A. Civilian personnel shall obey the laws of the United States and the State of Rhode Island, ordinances of local jurisdictions, and court orders. If it is proved that a civilian employee has violated this rule of conduct, the fact that no criminal prosecution was instituted against the civilian employee shall not bar departmental discipline.

2. OBEDIENCE TO RULES AND REGULATIONS

- A. Civilian employees of the Division shall obey the Civilian Rules and Regulations of the Rhode Island State Police and any amendment or additions thereto. A violation of these Rules and Regulations, or of any Division policy, may be sufficient cause for disciplinary actions.

3. OBEDIENCE TO SUPERIOR OFFICERS

- A. Civilian employees shall promptly obey all lawful orders given to them by their appropriate supervisor. If an order is not understood, it is the responsibility of the civilian employee to obtain clarification from their supervisor. Civilian employees who are given orders which appear to be in conflict with previously issued orders, rules, or regulations shall respectfully inform their supervisor who issued the conflicting order. The responsibility for the conflict will then be assumed by their supervisor. If their supervisor does not alter or retract the second or conflicting order, the civilian employee shall promptly obey the order barring any unsafe conditions.
- B. All general or special orders, memorandums, notices or other orders printed on authorized Division forms that have been approved by the Superintendent, or his/her designee, shall have the force and effect of a Division regulation.
- C. Civilian employees who received an unlawful order, known or perceived, shall respectfully inform the supervisor who issued the order. If the superior officer does not alter or retract an unlawful order, the employee shall promptly report the unlawful order, known or perceived, to the next

level supervisor and/or the Professional Standards Unit. Nothing in these Rules and Regulations shall be construed to supersede, contravene or conflict with any federal or state law or regulation, or deny a person's rights under the Rhode Island or United States Constitution and, to this extent; employees may act independently in order to avoid such conflict or violation.

4. REPORTING VIOLATIONS

- A. Civilian employees of the Division who observe or who have actual knowledge of violations of laws, ordinances, rules, regulations, or official orders on the part of another civilian employee shall immediately report such incidents to their supervisor.

5. COURTESY

- A. Civilian employees shall address superior officers by rank.
- B. For the purpose of this chapter, "Division Personnel" shall include every Division employee. "Member" shall refer to sworn, badge carrying employees.
- C. Employment in the State Police is a public trust engendered by the citizen's confidence in the professional knowledge and competency and personal integrity of the sworn members and civilian employees of the State Police. A *professional* knows every aspect of his/her job and can provide complete, understandable answers to the public's questions. A *professional* presents a business like image, works efficiently, and does not abuse the position of power that special knowledge affords. A *professional* never criticizes a co-worker in public nor denigrates anyone. A *professional* raises conflict resolution to an art form, always seeking to preserve the dignity of the individuals involved in the dispute, thereby preserving the dignity of the State Police. The word "respect" is always in the mind of the *professional*.

6. CONDUCT

- A. It is the duty of every employee to conduct himself/herself inside and outside his/her office in a manner that brings honor and respect for, rather than public distrust of, state police personnel.

Whenever a state employee shall so conduct himself/herself as to cause scandal or to lose or jeopardize such esteem, he/she may be dismissed for the good of the service, subject to the provisions of the law and rules.

7. HARASSMENT AND DISCRIMINATION

- A. Civilian employees shall not discriminate against or harass other individuals because of race, creed, color, national origin, sex, age, sexual orientation, gender identity, or any sensory, mental, or physical handicap.
- B. In the event that an employee feels that he/she has been the victim of a sexually harassing act, or other harassing or discriminatory act, or violence in the workplace, he/she shall immediately make a complaint either through his/her supervisor or directly to the Captain-Professional Standards concerning the incident. In such cases the chain of command need not be followed to initiate such a complaint.

8. ON-DUTY RELIGIOUS, RACIAL AND POLITICAL DISPUTE

- A. While on duty, civilian employees shall not become publicly embroiled in any religious, racial, partisan political or other controversial dispute in which their stand on the issue could be interpreted as the official position of the Rhode Island State Police.

9. USE OF ALCOHOL ON DUTY

- A. Civilian employees shall not consume intoxicating beverages while on duty, nor shall he/she appear for work or be on duty while under the influence of intoxicants to any degree.

10. ALCOHOLIC BEVERAGES IN DIVISION FACILITIES

- A. Civilian employees shall not possess, use, or store alcoholic beverages in any department facility or vehicle, unless such beverages are being held as evidence.

11. USE OF DRUGS

- A. No civilian employee shall use or possess (outside of duty requirements) any narcotic, dangerous drug, or controlled substance, whether on or off duty, except for medical purposes as prescribed by a physician, dentist or other medical authority.

12. GRATUITIES, GIFTS, REWARDS

- A. Civilian employees of the Division shall not solicit or accept any gratuity or any other item of value where there is any connection, however remote, between such offer of solicitation and the civilian's position with the Division. Civilian employees shall neither directly or indirectly:
 - i. Solicit or accept any gratuities of merchandise, meals, beverages, or any other item of value which is intended to influence their or any other civilians' actions in any matter of police business, or which might cast an adverse reflection on the Division or any of its employees.
 - ii. Solicit any discounted services or merchandise offered as a result of their employment with the Division.
 - iii. Solicit or accept any gift or gratuity from other Division personnel if such items would adversely affect their duties.
 - iv. Solicit or accept any reward for services rendered in the performance of their duty.
 - v. Solicit free admission to places of amusement for themselves or others.
 - vi. Private financial obligations shall be handled so not to affect work performance.

13. ABUSE OF POSITION

- A. Civilian employees shall not lend to another person their identification card or permit them to be photographed or reproduced without the approval of the Superintendent.

- B. Civilian employees shall not authorize their names, photographs, or official titles that identify them as civilian employees of the Rhode Island State Police for use in connection with advertisements of any commodity or commercial enterprise.
- C. Identify themselves as State Police employees for the purpose of gaining personal advantages or avoiding the consequences of illegal acts performed by themselves or by other individuals.

14. INSUBORDINATION

- A. Insubordination or disrespect toward superior authority is strictly prohibited. Insubordination is defined as: a failure to recognize the authority of any supervisor by disrespect, disputing, disobeying, or refusing to obey the supervisor's lawful order.
- B. Civilian employees shall not publicly criticize the Division, its policies, or other employees in speech, writing, or other forms of expression. The provision is not intended to preclude the exercise of members' rights under state and/or federal law.

15. ENDORSEMENTS AND REFERRALS

- A. No civilian employee shall recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service or commercial service.

16. CONFLICT OF INTEREST STATEMENT

- A. Civilian employees shall have no interest, financial or otherwise, direct or indirect, or shall they engage in any business, transaction, or professional activity, or incur any obligation of any nature that is in conflict with the proper discharge of their duties.
- B. Civilian employees shall have no interest or association, financial or otherwise, direct or indirect, with organized crime or any other illegal activity, or with any individual and/or business in any way associated with organized crime or any other illegal activity. Such associations may be permitted where unavoidable because of family relationships with a Division employee.

17. PAYMENT OF DEBTS

- A. Civilian employees shall not incur any financial obligations which they know are in substantial conflict with the proper discharge of his/her duties or employment in the public interest and of his/her responsibilities as prescribed in the laws of this State.

18. TARDINESS

- A. Civilian employees are required to report for duty on time. Failure to report on time may result in penalties and/or disciplinary action subject to the terms and conditions of the Collective Bargaining Agreement.

19. ATTENDANCE RECORDS

- A. Honesty and truthfulness are paramount. Employees should not, for example, knowingly make omissions or false representation on time cards, sick leave reports, injury report, or personnel records.

20. RELATIONS WITH DIVISION PERSONNEL

- A. Civilian employees shall never behave disrespectfully or use threatening or insulting language toward any other employee. Civilian employees shall not offer violence against, nor strike or attempt to strike any other employee.
- B. In their dealings with Division personnel of the opposite sex, all civilian employees shall act in a professional, respectful manner.

21. SUBVERSIVE ORGANIZATIONS

- A. No civilian employee shall aid, assist, or be a member of any organization that advocates violence or the overthrow of the government by force, or which is deemed to be detrimental to the security and well being of the State of Rhode Island or the United States of America.

22. ASSOCIATIONS

- A. All civilian employees of the Division shall avoid regular or continuous associations or dealings with persons who they know are under criminal investigation or indictment. Such associations may be permitted where unavoidable because of family relationships with a Division employee.

23. REPORTS

- A. Civilian employees shall complete and submit all reports in accordance with established Division procedures. No civilian employee shall knowingly enter, or cause to be entered, any inaccurate, false, or misleading information on a report.

24. TRUTHFULNESS

- A. Civilian employees shall at all times be truthful and honest in dealing with fellow Division personnel or members of the public. Upon the order of any superior, civilian employees shall truthfully answer all questions asked of them that are specifically directed to the scope of employment and operations of the Division.

25. FALSIFICATION OF EMPLOYMENT APPLICATION

- A. The integrity and high moral standards of the Rhode Island State Police must be maintained; therefore, no person shall procure employment by willfully misrepresenting their qualifications, character, or reputation.

26. UNSATISFACTORY PERFORMANCE

- A. Civilian employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Civilian employees shall perform their duties in a manner that will maintain the highest standards of efficiency in carrying out the functions

and objectives of the Division. Unsatisfactory performance may be demonstrated by an unwillingness or inability to perform assigned tasks, and the failure to conform to work standards established for the civilian's position. In addition to other indicators of unsatisfactory performance, the following shall be considered evidence of unsatisfactory performance: Repeated poor evaluations or a record of repeated infractions of rules, regulations, directives, or orders of the Division.

27. NOTIFICATION OF INABILITY TO REPORT TO WORK

- A. Civilian employees, who know they will be unable to report for duty due to illness, injury, or for any other reason, shall immediately notify the Headquarters Front Officer (or ensure such notification), and the expected date of return to duty. The Commanding Officer shall also be advised of a change in any of the above that may occur after the original notification is given. Upon return to duty from sick leave, civilian employees may be required to supply a doctor's certificate stating physical ability to return to work.
- B. Civilian employees injured while on duty shall report such injuries to their supervisor as soon as possible, and shall comply with the provisions of existing regulations pertaining to such injuries. Civilian employees who become ill and find it necessary to leave an assigned task or duty shall report this fact to their supervisor before leaving the assignment or task.

28. LEAVING ASSIGNMENT

- A. Civilian employees shall not leave their assigned work location during working hours except when authorized by the proper authority.

29. DISSEMINATION OF INFORMATION

- A. Civilian employees shall treat the official business of the State Police as confidential. Information regarding official business shall be obtained and disseminated only to those for whom it is intended and authorized, in accordance with established FBI-NCIC, NCIC III, NLETS, RILETS, RI-BCI, and RI-MVD policies and procedures. Civilian employees shall not divulge the identity of persons giving confidential information.

30. PUBLIC PRONOUNCEMENTS

- A. Although employees of the Rhode Island State Police are encouraged to participate in community activities, including public speaking events, it must be remembered that the Superintendent has the ultimate responsibility for formulating and interpreting Division policies and procedures. Civilian employees of the Division must, therefore, have authorization from the Superintendent before engaging in public speaking relating to the State Police.

31. SEEKING PUBLICITY

- A. Civilian employees shall not directly or indirectly use their official position within the department to seek publicity for themselves through the press, radio, television, or other news media; nor shall they furnish information to same for the purpose of gaining personal recognition.

32. CARE & MAINTENANCE OF DIVISION PROPERTY, EQUIPMENT & VEHICLES

- A. Civilian employees shall maintain, in good condition, all property and equipment assigned to them. They shall immediately report to their supervisor any loss or damage of Division property, equipment, or vehicles assigned to them. They shall also notify their supervisor of any defects or hazardous conditions existing in any property or equipment assigned to them. In those cases where State property is found bearing evidence of damage which has not been reported, the last person using the property, equipment, or vehicle will be held responsible for said damage.
- B. A civilian employee shall not appropriate for one's own use any lost, found, or stolen property nor convert to one's own use any property of the State of Rhode Island or property held by the Division for evidence.

33. OPERATION OF OFFICIAL VEHICLES

- A. Civilian employees shall operate official vehicles in a careful and prudent manner, and shall obey all State laws and the Rules and Regulations of the

State Police pertaining to such operation. Loss, expiration, or suspension of any driving license shall be reported immediately.

34. RIDERS IN POLICE VEHICLES

- A. A civilian employee shall not allow non-employees to ride in a Division vehicle, except when necessary.

35. ACCIDENTS INVOLVING VEHICLES

- A. Whenever a civilian employee of the Division is involved in an accident while operating a Division vehicle, he shall immediately notify his / her supervisor.
- B. The supervisor shall investigate said accident or, if unable to do so immediately, cause the investigation to be carried out by another available member.
- C. The supervisor of the civilian employee involved has the responsibility of notifying the Lieutenant Colonel - Deputy Superintendent, without unreasonable delay, of the circumstances of said accident.

36. INJURIES INFLICTED TO PERSONS OR PROPERTY

- A. Whenever a Division employee is involved in an accident while operating a Division vehicle, or in any way injures a person or property, the civilian employee shall immediately notify his/her supervisor, and the supervisor shall subsequently notify the Lieutenant Colonel - Deputy Superintendent without unreasonable delay.

37. RESPONSIBILITY FOR DIVISION VEHICLE

- A. A civilian employee of the Division who is assigned as an operator of a Division vehicle shall be responsible for the instant serviceability of the vehicle assigned to his/her use.

38. EXPENDITURE OF STATE FUNDS

- A. No purchases shall be made or liability incurred in the name of the Rhode Island State Police by a civilian employee unless in accordance with State purchasing policy, regulations, or laws.

39. OUTSIDE EMPLOYMENT

- A. A civilian employee desirous of engaging in outside employment shall provide notification and receive permission of the Superintendent or his/her designee. The civilian employee shall indicate the nature of the employment, location, anticipated hours of work. It is understood that the needs of the Division shall be the primary consideration; therefore, members shall have the obligation to be available and physically fit for full performance of their duties. Should it be determined that authorized outside employment is interfering with the civilian employee's job performance, the Superintendent shall have the authority to restrict said outside employment in a manner reasonably deemed necessary. It is understood that any outside employment shall not encompass work which adversely affects the integrity of the Division, in accordance with Division's Outside Employment Policy under General Order 27B.

40. VIOLATIONS

- A. Violations of these Rules & Regulations or of any policy, procedure, directive, order, or command given lawfully by superior authority may be grounds for disciplinary action. Appropriate disciplinary action will be determined by the Superintendent and in accordance with the appropriate Collective Bargaining Agreement.

41. SECURITY OF FIREARMS

- A. Any civilian member who is authorized to carry a Division-issued firearm as part of their duty assignment shall be responsible for the safekeeping and security of his/her firearm at all times. A civilian member will not leave his/her firearm unattended and unsecured. When a firearm is left in a police locker, the civilian will ensure that the locker is properly locked.

42. PERSONAL APPEARANCE

- A. Civilian employees shall be neat, clean and well-groomed, and present a professional appearance at all times while on duty.

- B. General Hair Regulations for Personal Grooming – Male and Female
 - (1) Hair will be neatly trimmed, clean and combed or brushed.
 - (2) The length, bulk or appearance of an employee’s hair shall not be excessive, ragged, shabby, bushy, unkempt, or neglected.
 - (3) Hair may not be worn in multiple ponytails or in a Mohawk style.

- C. Male civilian employees must be neatly dressed in an appropriate shirt and slacks, with appropriate footwear and socks. When authorized by a supervisor, other forms of attire are acceptable for civilian employees.

- D. Female civilian employees must be neatly dressed in an appropriate skirt or slacks, and shirt, dress or suit, with appropriate footwear. When authorized by a supervisor, other forms of attire are acceptable for civilian employees.

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CHAPTER III

VISITORS, IDENTIFICATION AND SECURITY

POLICY:

1. It is the responsibility of all civilian employees to aid in the security of the Division installations.
2. Visitors to any State Police installation will not be allowed to move throughout an installation without an escort.
3. The use of Visitor passes and sign-in logs are mandatory at Division Headquarters, Barracks, and other State Police facilities.
4. Security of Division offices and files will be given top priority.
5. Treat all visitors in a courteous and businesslike manner.
6. Commanding Officers may require additional security measures depending on the type of installation and/or unusual circumstances.

1. VISITORS TO DIVISION INSTALLATIONS

A. Reception of Visitors

Visitors to Division installations will judge the Division by the total impression they receive from contact with Division employees. All persons who call at Division installations, whether complainants, witnesses, law enforcement officers, business visitors or others must therefore be dealt with promptly, courteously, and efficiently.

- i. All visitors shall be greeted cordially and immediately. Greeting visitors is mandatory.
- ii. Employees shall not continue doing deskwork, even briefly, when a visitor enters, but shall greet each visitor at once.
- iii. Strangers shall be greeted: "Good morning/afternoon. May I help you?"
- iv. If a visitor does not volunteer his/her name when greeted, ask "May I have your name, please?" If the visitor declines to furnish a name, inform the individual who will see the visitor.
- v. Known visitors shall be greeted by name.

B. Conversation with Visitors

Employees must, at all times, treat visitors with courtesy, but shall not discuss with any visitor information regarding any Division personnel, operations or business, except insofar as is necessary to determine the person whom the visitor shall see if the visit is not to a specific person.

2. SECURITY OF DIVISION OFFICES

The nature of the Division's work requires that it be afforded adequate security. Official papers of any kind shall not be left out where they can be read by unauthorized persons or visitors. When leaving their work area for any extended period (including lunch), employees shall put away all confidential papers and other confidential items.

- A. At the termination of the workday, all doors offering access for the public to interior offices shall be locked and all official documents and files shall be secured in locked cabinets or in a secured place. Mail, reports, files, or documents shall not be left on desks, tables, or cabinets.
- B. All keys to desks and file cabinets which are not carried on the person of the employee using them shall be maintained as follows:
 - i. At Division Headquarters: In the "Tel-Key" cabinets under custody of the Section Head or Officer-in-Charge.
 - ii. At Barracks, or other State Police Facility: In a securely locked cabinet as directed by the Commanding Officer, in close custody of such person as he/she may designate.
 - iii. All keys shall be charged out in the name of the person taking the key and shall be returned immediately after use.
- C. Periodic checks shall be made by the supervising employee or members in charge of each section or unit at all Division locations, whether at Division Headquarters, the State Police Training Academy, or in the Field, to detect fire hazards, unsanitary or unsightly conditions, or failure to lock desks and cabinets. Any such member noted shall be corrected on the spot when possible to do so and when required shall be brought to the attention of the Commanding Officer in a written memorandum.