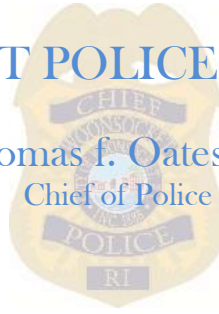


WOONSOCKET POLICE DEPARTMENT

Thomas f. Oates, III
Chief of Police



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	120.05	6/15/2020	6/15/2020
SUBJECT		PREVIOUSLY ISSUED DATES	
Department Forms		8/12/2014	
ACCREDITATION		RE-EVALUATION DATE	
CALEA Standards: 11.4.2, 11.4.3 RIPAC Standards:		5/19/2020, 8/21/2023	
INDEX		DISTRIBUTION	
General Management		All Personnel	

DEPARTMENT FORMS

I. PURPOSE

The purpose of this policy is to establish and maintain procedures to ensure the accountability of all Department forms and to describe the various reporting requirements within the Woonsocket Police Department.

II. POLICY

The proper use, preparation and processing of required forms is vital to the effective and efficient operation of the Department. Every employee will utilize only those forms authorized by the Department and promptly complete and submit all required forms.

III. PROCEDURE

A. ACCOUNTABILITY

1. The Chief of Police's office is responsible for developing, modifying and reviewing new forms.
2. The Chief of Police is responsible for approval of any new forms.
3. Only those forms authorized by the Chief of Police, or required by law, shall be utilized by Department personnel.
4. A master file containing an original copy of each form in use shall be maintained by the office of the Chief of Police.

5. Supervisors should check that the appropriate numbers of forms are available in the report form files. Additional forms can be printed from the Department's computerized records management system.

B. REPORT PREPARATION AND PROCESSING

1. All reports and forms requiring a supervisor's signature should be accurately, completely and promptly submitted for approval.
2. Supervisors are required to check each report and form submitted to ensure that all the proper data and information is completely and accurately provided.
3. The Sergeants, Lieutenants or Captains will review all submitted reports and forms to ensure they are complete and all required information has been provided. Incomplete reports will be returned to the reporting person's supervisor with the request for the necessary additional data or correction.
4. Only authorized personnel are authorized to enter or remove any original reports or forms from the files or control of the appropriate division, unit or section.
5. Requests for copies from outside the Department shall be provided according to the Rhode Island Public Records Law, Chapter 38-2.

C. ACCREDITATION MANAGEMENT

1. The person assuming the duties of the Accreditation Manager will be responsible for ensuring that reports, reviews and other required activities are completed as required by applicable police accreditation program standards. This will be accomplished through a combination of manual and automated; (PowerDMS) or similar systems utilized to monitor and track reports, reviews and other accreditation activities and reports.

Per order,

Thomas F. Oates, III

Chief of Police

Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police