

# WOONSOCKET POLICE DEPARTMENT

THOMAS F. OATES, III  
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	320.12	1/22/2026	1/22/2026
SUBJECT		PREVIOUSLY ISSUED DATES	
Patrol Operations		12/8/2013, 6/8/2017, 11/21/2024	
ACCREDITATION		RE-EVALUATION DATE	
CALEA Standards: 33.5.2, 41.1.1, 41.1.2, 41.1.3, 41.2.5, 42.2.4 RIPAC Standards: 1.3, 7.5, 7.9		11/6/2020, 11/6/2024	
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Patrol Functions		Sworn Personnel	

## PATROL OPERATIONS

### I. PURPOSE

The purpose of this policy is to define and describe patrol operations. The function of Uniform Patrol is to provide continuous, effective, and efficient patrol service to the community.

This policy shall further outline the procedures for area assignments, roll calls, use of patrol vehicles, and first responder notification.

### II. POLICY

It is the policy of the Woonsocket Police Department to ensure the necessary information, equipment, and staffing are available to provide patrol services to the City of Woonsocket.

### III. DEFINITIONS

**Marked Vehicles:** Fully equipped vehicles, displaying "POLICE" lettering and other markings that indicate to the viewing public that the vehicle is a police vehicle. Marked vehicles are generally assigned to patrol and traffic for patrol use.

**Unmarked Vehicles:** A police vehicle not having marked exterior “POLICE” lettering and other markings that would otherwise identify the vehicle to the viewing public as being a Woonsocket Police Department vehicle. Unmarked vehicles are assigned to various divisions, which are not marked as police cars.

**Support Vehicles:** Marked and unmarked vehicles assigned to various divisions not equipped and/or designed for normal patrol use.

## **IV. PROCEDURE**

### **A. Patrol Assignments**

1. The collective bargaining agreement may govern the assignment of officers to shifts.
  - a. Officers’ shifts and assignments shall be governed by seniority rights in grade and seniority, insofar as practicable. Seniority years of service may prevail concerning transfers to any division, section, or any other post whatever name the transfer may be labeled; also transfers to shifts, beats or posts, days off, holidays, and vacations may be done by seniority provided that the Chief shall take into account the ability, qualifications and other legitimate considerations concerning the employee seeking the transfer; they shall submit their written reason or reasons for not being selected and such determination may be reviewable through the grievance procedure.
  - b. Officers assigned to Patrol will normally work four (4) consecutive eight-hour days with two (2) consecutive days off for a 37½ hour workweek.
  - c. Officers will be assigned to service areas in a manner determined by the Officer-in-Charge (OIC) during roll call.
  - d. In applying the previously mentioned, the Chief of Police retains the authority to adjust, at their discretion, which shall promote departmental efficiency.
  - e. All days off are governed by provisions of the collective bargaining agreement for patrol officers as defined in the collective bargaining agreement between the City of Woonsocket and the New England Police Benevolent Association (NEPBA), Local 808.

### **B. Roll Call**

1. The department provides twenty-four (24) hour continuous patrol coverage.
2. Personnel in the Uniform Division will report for duty as assigned.
3. The OIC will conduct a roll call at the beginning of each shift.
4. Roll call will cover, but not be limited to, the supervisors’ duties of:
  - a. Brief officers with information regarding patrol activities;

- b. Administrative duties (e.g, recording attendance, reviewing compensatory and vacation requests);
  - c. Briefing of reports from the last 24 hours. The OIC will print out a log of reports for the last twenty-four (24) hours;
  - d. The OIC of the previous shift will confer with the incoming OIC about events of the day;
  - e. Identify the problem areas within the city, ensuring beat officers are aware of their respective problem areas;
  - f. Briefing of major crimes, arrests, incidents, or ongoing crime patterns;
  - g. Large-scale functions or events within the city;
  - h. Problem areas in each beat;
  - i. Evaluate each officer's ability to assume patrol;
  - j. Beat and vehicle assignments;
  - k. Inspect officers and equipment to ensure compliance with department requirements and standards;
  - l. Routinely spot-check vehicles at least monthly to ensure they are in good working order and all necessary equipment is in the vehicle;
  - m. Notify officers of new directives, memos, or police information; and
  - n. Disseminate court notifications, cancellations, and other legal documents.
5. Information provided at roll call shall also include the following:
- a. Wanted persons;
  - b. Stolen vehicles;
  - c. Major incidents or investigations;
  - d. Hazardous locations;
  - e. Noteworthy current events;
  - f. Noteworthy arrests;
  - g. Any other information deemed appropriate by the attending supervisors; and
  - h. Debriefing on major incidents involving the Platoon from the previous shift.
6. Supervisors shall prepare and instruct officers under their supervision at the commencement of their tour of duty.
7. Supervisors shall routinely inspect all officers' police equipment, at least monthly, to ensure conformance with department requirements and standards. Inspections will include:
- a. Firearms and ammunition;
  - b. Taser (if so issued);
  - c. O.C. spray;
  - d. Duty belt and gear;
  - e. Handcuffs and accessories; and
  - f. Police I.D., driver's license.

8. A combined roll call/briefing will be conducted on an as-needed basis with members of the Patrol, Traffic, and Detective Division personnel present. Joint shift briefings conducted shall enhance the relationships between these divisions and provide for their exchange of information. This information disseminated may have been derived from crime analysis data, community meetings, or intelligence gathered from the Uniform Division or Detective Division to be shared with all members of the department. The exchange of this information is vital to the goal of crime prevention within the community.

### **C. Shift debriefings**

Shift debriefings will occur at the end of each tour of duty and shall include the following supervisory actions:

1. Collect and review motor vehicle citations, Field Interview Reports, undelivered subpoenas, and any other document required to be submitted and/or reviewed by supervisors;
2. Review hard-copy reports;
3. Finish any pending reports and correct any errors in previously submitted reports;
4. Exchange and share information with officers; summarize shift events;
5. Review any ongoing investigations that go beyond officers' normal shift hours. The officers' shift OIC will approve any required overtime under these circumstances and will advise the oncoming OIC of their approval and investigation status; and
6. The OIC, at the end of their tour of duty, will submit the OIC report highlighting the activities of their shift via departmental email.

### **D. Department Motor Vehicles**

1. Vehicles used for traffic and general patrol will be clearly marked and distinguishable as law enforcement vehicles. The following markings and equipment shall be considered standard:

Agency name, vehicle number, overhead emergency lights, siren, public address system, spotlight, alley lights, mobile radio, fire extinguisher, first aid kit, CPR mask, latex gloves, floatation device, ballistic helmet, level IV body armor, and police line tape. Designated cars shall also have tire deflation devices, breaching kits, and level IV rifle shields. [RI 7.9](#)

2. Before their tour of duty, officers will inspect the general condition of their assigned patrol vehicle, including but not limited to:
  - a. Emergency equipment, including lighting and a siren;
  - b. Mobile Data Terminal (MDT);

- c. Previously unreported damage to the exterior or interior of the vehicle, including tire and wheel condition; and
  - d. Search the rear seating compartment for weapons and/or contraband.
3. If a vehicle needs repair or equipment, the officer will submit a service request using the Fleet Management module of the Records Management System (RMS). The mechanic will schedule the repair and replenish any necessary equipment. [RI 7.9](#)
4. Observed damage that appears to be new or not previously reported shall immediately be brought to the attention of the OIC and documented through a report in the RMS. The OIC shall identify the officer last assigned to the vehicle and document the circumstances causing said damage.
5. Once the inspection is completed, the officer will complete a Vehicle Check Sheet in the Fleet Management module of the RMS, indicating the vehicle assigned as well as starting mileage. Any deficiencies shall be noted in the Check Sheet, and a service request will be made. This serves as confirmation that the officer has completed the pre-patrol check of their vehicle. If an officer is required to respond to a call directly from roll call, they will conduct their inspection as soon as practicable.
6. Any unmarked vehicle that is used for traffic enforcement will be equipped with a siren and emergency lights. Vehicle Check Sheets should be completed once per week.

#### **E. Fleet Maintenance**

This process involves preventative service on all vehicles on a mileage basis as follows:

1. Each officer will note the odometer mileage at the beginning of their shift. Fleet Management will compare the reported mileage to the next service mileage. If the vehicle is due for maintenance, Fleet Management will notify the Fleet Manager.
2. Mileage will be monitored by the Fleet Manager to compute the next maintenance date for that vehicle to be serviced.
3. After a vehicle is brought in for scheduled service by the Fleet Manager, a new mileage indication is made within Fleet Management.
4. All police vehicles, marked and unmarked, will be inspected once every two (2) years so they comply with Rhode Island General Law [31-38-2](#) and [31-38-3](#), following provisions of the applicable Collective Bargaining Agreement.

#### **F. Fleet Service**

This process involves the submission of officer vehicle reports when specific defects are evident, needing repair.

1. Officers are to submit an email to the Fleet Manager indicating the defect in need of repair.
2. Reasons vehicles are to be placed out-of-service include, but are not limited to:
  - a. One complete side of a light bar or grill flasher is non-functioning;
  - b. Unable to transmit or receive over the WPD Dispatch, Patrol 1, or Patrol 2 talk groups;
  - c. No siren; or
  - d. Further operation would either be unsafe or incur more damage to the vehicle.
3. Repairs will be made at the discretion of the department mechanic.
4. All vehicles will be assigned to respective divisions and shifts and specific units/beats by supervisors.
5. All supervisors are responsible for said assignments as well as monthly line inspections of vehicles.

**G. First Responder Notifications** [RI 7.5](#)

1. As first responders, officers should be cognizant of other agencies or persons (other than fire and rescue) that may need to be notified or be needed at the scene.
  - a. Medical Examiner: The medical examiner will be called in all cases of sudden, violent, unexplained, or unattended deaths.
  - b. Disruption of Utilities: Officers will notify the Communications Center if there is any damage or disruption to utilities. The dispatcher will notify the proper authority.
  - c. Road Debris: Officers will notify the Communications Center of any road debris they cannot remove.
  - d. Hazardous Materials: The officer should immediately notify the OIC, who will contact the Department of Environmental Management (D.E.M.).
  - e. Media: The news media will be informed by the OIC, or designee, of any major traffic congestion or to issue road closure alerts and the use of alternate routes.
  - f. Supervisors: A supervisor should be called to the scene any time there is an accident involving a police vehicle, in the event of major crimes or incidents.
    - 1) Supervisors shall notify the chief of police via the chain of command of any noteworthy events, including potential agency liability and those incidents that result in heightened community interests. [RI 1.3](#)
  - g. Death Notification: This shall be done per General Order [320.15 Death/Life-Threatening Injury Notification](#).

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*