

CITY OF WOONSOCKET

WOONSOCKET POLICE DEPARTMENT

RULES AND REGULATIONS



**TEAMWORK
ACCOUNTABILITY
COMMITTMENT**

**Chief of Police:
Revised:**

**Thomas S. Carey
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WOONSOCKET POLICE DEPARTMENT

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INTRODUCTION

This manual is intended to embody the principles of professional and effective law enforcement which the Woonsocket Police Department has come to espouse. All employees shall read these Rules and Regulations with the understanding that there may be unforeseeable circumstances to which no provision of this manual is strictly applicable. The lack of a rule or regulation governing such cases does not mean; however, that an employee's conduct may deviate from the best practice standards that have been the hallmark of this organization from its inception. The Police Chief has authority to interpret the Rules and Regulations of the Woonsocket Police Department.

CHAPTER I - LEADERSHIP

1. Organizational Mission

The Woonsocket Police Department is committed to the service of the citizens of this city. We shall devote our resources in partnership with the community to foster a safe and secure environment, which is free from the threat of crime.

Our goal is to enhance the quality of life through proactive policing while offering dignified and courteous assistance to the public. We will continue to respect the cultural diversity of the citizens in our effort to nurture public trust.

We will enforce all laws and ordinances in a fair, ethical and impartial manner while upholding the principles of The Constitution of the United States.

Our mission will only be fulfilled in an atmosphere that is responsive to our members and seeks their involvement in problem solving. As we strive to develop each officer through training, we will hold ourselves accountable for our actions and take pride in providing a professional level of service.

A. The Uniform Division:

Provides basic protection for life and property, promotes traffic safety, investigates criminal and non-criminal incidents, utilizes mutual aid with other state and local agencies, maintains order at demonstrations and public events, makes public service visits to schools and community groups and all other required duties as needed. Employees assigned as Telecommunication Operators are part of this Division.

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B. The Detective Division:

The Detective Division investigates criminal cases relating to major crimes, criminal complaints, illegal narcotics activity, organized crime, financial crime, auto theft, juvenile crime and the processing of criminal suspects and crime scenes by the Bureau of Criminal Identification. This Division also provides assistance to other state, local and federal agencies conducting long-term investigations.

C. The Operations Division:

The Operations Division consists of a Training Lieutenant, an Internal Affairs Lieutenant, an Evidence Officer, an Equipment Mechanic and a Janitor. The Operations Division is also responsible for all grants, bids, vehicle and equipment purchases and all other related duties evolving around day-to-day operations of the Department.

D. The Administration:

The Administration consists of civilian and sworn personnel including a Command Staff made up of three Captains, one Major, a Police Clerk and the Chief of Police with oversight of all Departmental Divisions and personnel.

2. Chief of Police:

The Police Chief, when in uniform, shall wear the insignia including two gold stars. The Police Chief is the head of the Woonsocket Police Department with all powers, rights and duties prescribed by law. The Chief is responsible for the administration and discipline of the Police Department and is charged with and responsible for the enforcement and execution of all laws and regulations of the agency. Subject to pertinent laws and regulations, the Chief has statutory authority to make rules, regulations and policies consistent with law, to coordinate the examination and qualifications of applicants for appointment to the Woonsocket Police Department. The Chief is responsible for the discipline and control of all Department personnel. The Chief has the authority to promulgate to the Department and all of its divisions, bureaus, sections or other units such orders or instructions, written or oral, which are consistent with the law, these regulations or any orders or instructions of the Mayor and Public Safety Director for the implementation of the Department's mission.

3. Duties and responsibilities of the Police Chief:

The Police Chief shall be responsible to the Public Safety Director and the Mayor for the implementation of the Police Department's mission and for the recruitment and selection process, training, discipline, efficiency and morale of all personnel. The Chief shall keep the Public Safety Director and Mayor informed of all ongoing investigations, except where prohibited by law. The Chief shall promptly investigate, or cause to be investigated, any complaints or charges brought against the Department or any employee thereof. The Chief shall appoint various members to serve on personnel evaluation boards, recruit screening boards, commendation boards, and disciplinary hearing boards as may be necessary in accordance with

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the Law Enforcement Officer's Bill of Rights. The Chief may, utilizing discretion, suspend from duty any employee of the Department for any violation of these regulations or for any insubordination, and in such an event, shall promptly proceed with the necessary disciplinary procedures as set forth elsewhere in these regulations. All action taken will be documented and forwarded to the I.B.P.O., Local 404, listing the charges and officer(s) involved.

4. Duties and responsibilities of the Major/Deputy Chief:

The Major/Deputy Police Chief will be second in command of the Woonsocket Police Department subject to the rules and regulations and under the direction of the Chief of Police. The Major/Deputy Police Chief will have authority over all officers, bureaus, divisions, platoons and other units of the Woonsocket Police Department and all persons assigned to these units including civilian employees. The Major/Deputy Police Chief's duties will be at the direction of the Chief of Police.

5. Supervisors:

A supervisor, who hold the rank of sergeant or higher, shall conduct personnel inspections at frequent intervals to ensure all assignments are performed as directed; anticipated results are attained; resources are fully deployed for the accomplishment of the mission; and that any needs or operational deficiencies of the Department are reported to their commanding officer. A supervisor shall make an immediate, impartial report to their commanding officer relating any incident they are aware of which involves a violation of the law or regulation by any employee of the Department. They shall similarly bring to the attention of their commanding officer any complaint lodged against any employee. A supervisor shall ensure employees adhere to regulations, obey orders and properly execute their assignments and the mandates of the Department while maintaining high standards of discipline. A supervisor shall inspire confidence in their subordinates through tact in giving orders and by constructively correcting mistakes. A supervisor shall avoid, as far as circumstances may permit, the censuring of an employee in the presence of others and shall be fair and impersonal in evaluating the work of those under their command. A supervisor shall be responsible for the development and maintenance of proper professional attitudes of their employees in their contact with the public. After the completion of their tour of duty, a supervisor shall report to their relief officer all the facts and conditions relevant to police business so that the relief coming on duty will know what action has been taken and what remains to be done. A supervisor shall assist with, or be present for, or conduct shift briefings in accordance with specific orders of their commanding officer. A supervisor participating in shift briefing shall be held equally responsible with the supervisor calling the roll for the attendance of all subordinate personnel. They shall ensure the fitness for duty of all personnel and shall inspect their uniforms, weapons and equipment. They shall be responsible that all special duty assignments, orders or instructions necessary for the proper performance of the police mission are carried out. In addition to the foregoing duties, a supervisor shall carry out all orders and directives issued to them on the authority of the Chief of Police.

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6. Officers:

Every officer, regardless of their assignment, will be responsible for carrying out the mission of the Woonsocket Police Department to include the protection of life, liberty, and property, enforcement of all laws and ordinances, preservation of peace and public order, prevention and repression of crime, detection of violations of the law and the apprehension of violators of the law. A police officer will have the vested authority to carry out their mission by city ordinance, state statute and the power granted to them by the Public Safety Director and the Chief of Police.

7. Telecommunications Operators:

Telecommunications operators will receive emergency calls from the public and routine requests for information. They must be able to dispassionately collect the facts and provide the appropriate service in accordance with established policy and procedures. All citizen contacts will be conducted in an efficient, courteous and patient manner. The preservation of confidentiality shall be maintained at all times. Telecommunications operators will be required to operate communications equipment as well as receive information from the state and national computer networks and relay pertinent information to officers in the field. Telecommunications operators will perform a variety of record keeping tasks and may assist in other areas of police operations based on organizational needs or workload distribution.

8. Animal Control Officers:

The Animal Control Officers shall report to the Captain of the Uniform Division. They shall be responsible for enforcing all federal, state and local laws regarding domestic and wild animals. They will investigate, document and attempt to resolve all citizen complaints. Emphasis shall be placed upon providing responsive, efficient and proactive public service at all times. They shall maintain the Animal Shelter and their Department vehicle in an orderly, safe and sanitary manner at all times while providing for the humane and compassionate treatment of all animals in their care or custody.

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CHAPTER II – DISCIPLINE PHILOSOPHY

1. Purpose

- A.** The police exist to serve the community. In order to serve the community in the most efficient and effective manner possible, the Police Department must adopt values, policies, procedures and rules to guide employee action in the wide variety of circumstances encountered daily.
- B.** Through training, supervision, providing positive role models and involvement in the process for developing guidelines (by employees and citizens), the Department attempts to ensure that every employee understands and conforms to these expectations. In spite of these efforts, it will be necessary from time to time to take disciplinary action against some employees.
- C.** Discipline is an important part of a well functioning police organization. Mistakes will be made and employees must be held accountable for those mistakes. However, not all mistakes are the same and, in holding employees accountable for them, discipline becomes a complex and confusing aspect of police administration that both employees and the public find very difficult to understand.
- D.** The following discipline philosophy has been developed in an attempt to remove some of the mystery associated with decisions in the discipline process. It is strongly believed that both employees and the public should have a better understanding of the factors that are considered in making these difficult decisions.

2. “Policing in a Free Society” – Herman Goldstein

(From the Center for Problem-Oriented Policing: Herman Goldstein is professor emeritus at the University of Wisconsin-Madison Law School and the original architect of the problem-oriented approach to policing. Professor Goldstein has published widely on problem-oriented policing, the police function, police discretion, the political accountability of the police and the control of police misconduct. Professor Goldstein’s research and writings have inspired many efforts to implement and advance problem-oriented policing in police agencies around the world.)

A quote from Herman Goldstein, 1997:

“Tensions and hostility are part of policing. Police officers must, as part of their job, issue orders to people, catch them in violations of the laws, deprive them of their freedom and bring charges that may lead to the imposition of severe punishment. Contacts between officers and citizens are often initiated under conditions that are emotionally charged, such as immediately after a fight or other disturbance, or following the commission of a crime. Even the person getting a traffic ticket frequently becomes indignant. However scrupulous the police may be in carrying out their responsibilities, they are bound to incur the wrath of some of those against whom they must proceed. This hostility manifests itself in various forms, sometimes immediately, by verbal abuse

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or physical resistance to the police; sometimes later by alleging that the officers' actions were improper or illegal. Under such circumstances, an officer must be able to count on support for actions taken in the line of duty; the police officer expects and indeed needs, some insulation from the community being served. But insulation can serve as a shield for the officer who is not so scrupulous who in fact acts improperly.”

3. Discussion

- A.** The adversarial nature of policing is one of the key factors noted by Herman Goldstein that complicates the control and review of police actions and behavior. The public grants the police considerable authority to act on its behalf in the effort to create an environment as free of crime, the fear of crime, drug abuse, violence and disorder as possible. Although in almost all encounters with the public, police officers and non-sworn employees use this authority appropriately, there are times when citizens have legitimate questions about how this authority has been used. Unfortunately, there are also times when that authority has been abused. Therefore, it is critical that a system of discipline be established that contributes to minimizing abuse of authority and promotes the Department's reputation for professionalism.
- B.** The most effective disciplinary system is one that combines the reinforcement of the right set of values in all employees' behavioral standards that are established in clear policies, procedures and rules that are consistently and fairly applied. Each employee of the Woonsocket Police Department must understand and be guided by the standards that have been established in the Department's policy and procedure manual.

4. Discipline Philosophy

- A.** Employees of the Woonsocket Police Department are expected to conduct themselves, both in interactions with each other and the public, in a manner that conveys respect, honesty, integrity and dedication to public service. In turn, employees of the Department can expect to be treated fairly, honestly and respectfully by their peers and other employees of the Department who hold positions of greater or lesser organizational authority.
- B.** It is recognized and understood that employees of the Department will make judgment errors from time to time in carrying out their responsibilities (in fact, employees who never make any mistakes may be doing very little to improve the performance of the Department). While each error in judgment offers an opportunity for the Department and the individual to learn, it is also realized some errors will have greater consequences than others for the public, the Department and the employee.
- C.** The Department also has an obligation to make the consequences as clear as possible to employees. The Department has an equal obligation to make the consequences for failing to meet those expectations clear as well. While both of these obligations are difficult to meet, the latter is obviously more complex. There are often circumstances

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that may have contributed to errors of judgment or poor decisions that need to be considered when determining the appropriate consequences for behavior found improper.

- D.** In trying to define fair and consistent treatment in disciplinary matters in the abstract, employees often say they would like the Department to give them a list of the prohibited behaviors along with the consequences for engaging in those behaviors. Experience tells us; however, when employees are directly involved in the disciplinary process, either as the subject of the process or in a review capacity to recommend or decide on the consequences, most will want to consider the consequences in light of the circumstances that might have contributed to the violation. This, of course, is a critical aspect of the application of discipline in a consistent and fair manner.
1. For some employees consistency is seen as the same treatment for the same behavior in every case and it is thought if this is done, the consequences will be fair to everyone. For the Woonsocket Police Department, consistency is defined as holding everyone equally accountable for unacceptable behavior and fairness in understanding the circumstances that contributed to the behavior, while applying the consequences in a way that reflects this understanding.
 2. In order to ensure that employees are treated in a consistent and fair manner, the application of consequences for behaviors that are not in keeping with the expectations of the Department will be based upon a balanced consideration of several factors.

5. Disciplinary Considerations

- A.** A number of factors that are considered in the application of discipline are identified and discussed below. All of the factors may not be considered in every case because some will not apply to the particular set of circumstances. Also, there may be a tendency to isolate one factor and give it greater importance than another.
- B.** These factors should generally be thought of as being interactive and having equal weight, unless there are particular circumstances associated with an incident that would give a factor greater or lesser weight. The factors which will be considered in disciplinary matters include:
1. **Employee Motivation.** The Police Department exists to serve the public. One factor in examining an employee's conduct will be whether or not the employee was operating in the public interest. An employee who violates a policy in an effort to accomplish a legitimate police purpose and who demonstrates an understanding of the broader public interest inherent in the situation will be given more positive consideration in the determination of consequences than one who was motivated by personal interest. Obviously,

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there will be difficulty from time to time in determining what is in the public interest. For example, would it be acceptable for an employee to knowingly violate an individual's First Amendment right to the freedom of speech to rid the public of what some might call a nuisance? Or is it acceptable as being in the public interest to knowingly violate a Fourth Amendment right against unlawful search and seizure to arrest a dangerous criminal? Although it would clearly not be acceptable in either case for an employee to knowingly violate a Constitutional right, these are very complex issues that officers are asked to address. The police have a sworn duty to uphold the Constitution. It is in the greater public interest to protect those Constitutional guarantees in carrying out that responsibility even though it might be argued that the public interest was being better served in the individual case. But if an employee attempts to devise an innovative, nontraditional solution for a persistent crime or service problem and unintentionally runs afoul of minor procedures, the desire to encourage creativity in our efforts at producing public safety will carry significant weight in dealing with any discipline that might result.

2. **The Degree of Harm.** The degree of harm an error causes is also an important aspect in deciding the consequences of an employee's behavior. Harm can be measures in a variety of ways. It can be measured in terms of monetary cost to the Department and community. An error that causes significant damage to a vehicle, for example, could be examined in light of the repair costs. Harm can also be measures in terms of the personal injury the error causes such as the consequences of unnecessary force. Another way in which harm can be measured is the impact of the error on public confidence. An employee, who engages in criminal behavior, selling drugs for example, could affect the public confidence in the police if the consequences do not send a clear, unmistakable message that this behavior will not be tolerated.
3. **Employee Experience.** The experience of the employee will be taken into consideration as well. A relatively new employee (or a more experienced employee in an unfamiliar assignment) will be given greater consideration when judgmental errors are made. In the same vein, employees who make judgmental errors that would not be expected of one who has a significant amount of experience may expect to receive more serious sanctions.
4. **Intentional/Unintentional Errors.** Employees will make errors that could be classified as intentional and unintentional.
 - a. An unintentional error is an action or decision that turns out to be wrong but at the same time it was taken, seemed to be in compliance with policy and the most appropriate course based on the information available. A supervisor, for example, might give permission for a vehicle pursuit to continue on the basis the vehicle and its occupants met the general description of one involved in an armed robbery. The pursuit ends in a serious accident and it is learned the driver was

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fleeing because his driver's license was expired. Under these circumstances, the supervisor's decision would be supported because it was within the policy at the time it was made. Unintentional errors also include those momentary lapses of judgment or acts of carelessness that result in minimal harm (backing a police cruiser into a pole, for example, failing to turn in a report, etc.). Employees will be held accountable for these errors, but the consequences will be more corrective than punitive, unless the same or similar errors persist.

- b.** An intentional error is an action or a decision that an employee makes that is known (or should have known) to be in conflict with law, policy, procedures or rules at the time it is taken. Generally, intentional errors will be treated more seriously and carry greater consequences. Within the framework of intentional errors, there are certain behaviors that are entirely inconsistent with the responsibilities of police employees. These include lying, theft or physical abuse of citizens and other equally serious breaches of the trust placed in members of the policing profession. The nature of the police responsibility requires that police officers be truthful. It is recognized; however, that it is sometimes difficult to determine if one is being untruthful. The Department will recommend terminating an employee's employment when it is clear the employee is intentionally engaging in an effort to be untruthful. Every effort will also be made to separate individuals from the Department found to have engaged in theft or serious physical abuses of citizens.

- 5. Employee's Past Record.** To the extent allowed by law, policy and contractual obligations, an employee's past record will be taken into consideration in determining the consequences of a failure to meet the Department's expectations. An employee who continually makes errors can expect the consequences of this behavior to become progressively more punitive. An employee who has a record of few or no errors can expect less stringent consequences. Also, an employee whose past reflects hard work and dedication to the community and Department will be given every consideration in the determination of any disciplinary action.

6. Application of Discipline

- A.** Following the careful consideration of all applicable factors in any disciplinary review, every effort will be made to determine consequences that fit each specific incident in a consistent and fair manner. The rationale for disciplinary decisions will be explained as clearly as possible.
- B.** The Woonsocket Police Department has a well established tradition of serving the community with integrity and in a professional manner. It is among the finest police organizations in this nation. To maintain that tradition and continue improving the

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quality of service the Department provides to the community, each and every employee must accept the responsibility for their role in maintaining integrity, quality and high professional standards.

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CHAPTER III - COURTESY AND CONDUCT

1. OBEDIENCE TO LAW:

Employees of the Department shall obey the laws of the United States and the State of Rhode Island, ordinances of local jurisdictions and court orders. If it is proven that an employee has violated this rule of conduct, the fact that no criminal prosecution was initiated against the employee shall not preclude disciplinary action. A conviction of the violation of any law shall be prima facie evidence of a violation of this rule of conduct.

2. OBEDIENCE TO RULES AND REGULATIONS:

Employees of the Department shall obey the Rules and Regulations of the Woonsocket Police Department and any amendment or additions thereto. A violation of these Rules and Regulations, or of any Department policy, may be sufficient cause for disciplinary action. Ignorance of the Rules and Regulations shall not be considered a justification for any such violation.

3. OBEDIENCE TO SUPERVISORS:

Employees shall promptly obey all lawful orders, either written or oral, given to them by a supervisor. If an order is not understood, it is the responsibility of the employee to obtain clarification from the supervisor. Employees who are given orders, which appear to be in conflict with previously issued orders, rules, or regulations, shall respectfully inform the supervisor who issued the conflicting order. The supervisor will then assume the responsibility for the conflict. If the supervisor does not alter or retract the conflicting order, the employee shall promptly obey the order. All general or special orders, memorandums, notices or other orders printed upon authorized Departmental forms, that have been approved by the Chief of Police or designee, shall have the force and effect of a Department regulation.

4. ACCEPTANCE OF RESPONSIBILITY:

Sworn officers of the Department shall accept the responsibilities imposed upon them by law as to their duties and authority. They shall preserve the public peace, detect and arrest violators of the law, prevent crime, protect life and property and enforce the criminal laws for the City of Woonsocket and the State of Rhode Island.

5. REQUESTS FOR ASSISTANCE:

Every sworn officer, regardless of rank or assignment, shall act instantly to protect life, liberty or property; to enforce all laws and detect the commission of crimes; and to apprehend law violators. When any person requests assistance or advice, makes complaints or reports either by telephone or in person, all pertinent information shall be properly and judiciously acted upon consistent with established Department procedures.

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6. REPORTING VIOLATIONS:

Employees of the Police Department who observe or who have knowledge of violations of laws, ordinances, rules, regulations or official orders on the part of another employee shall immediately report such incidents to their supervisor as soon as practical.

7. COURTESY:

Employees shall be courteous to the public. They shall be tactful in the performance of their duties, shall control their tempers, shall exercise the utmost patience and discretion and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, employees shall not use coarse, profane or insolent language or gestures and shall not express any prejudice concerning race, ethnicity, sexual orientation, disability, religious belief, age, gender, politics or similar personal characteristics. Employees shall be dignified in appearance and conduct at all times. At times of stress or disaster, despite trying conditions, they shall maintain their composure and perform their duties in a manner which will inspire confidence and respect. When performing any official duty in public or in the presence of other law enforcement officers, employees shall address supervisors by rank.

8. CONDUCT UNBECOMING:

Employees of the Police Department shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Woonsocket Police Department. Conduct unbecoming from an employee shall include any conduct that brings or may bring the Police Department into disrepute or reflects discredit upon the employee or impairs the operation or efficiency of the Woonsocket Police or the employee.

9. CONDUCT:

Employees shall maintain a level of moral conduct in their personal and business affairs that is in keeping with the highest ethical standards of the law enforcement profession. Employees shall not participate in any incident involving moral turpitude that impairs their ability to perform as law enforcement officers or causes the Woonsocket Police Department to be brought into disrepute. To promote this Department's public image of integrity and professionalism, employees of the Woonsocket Police Department shall constantly perform their duties in a responsible, dignified, and professional manner.

10. HARASSMENT AND DISCRIMINATION:

Employees shall not engage in conduct which has the effect of discriminating or harassing other individuals because of race, ethnicity, sexual orientation, disability, religious belief, age, gender, politics or similar personal characteristics.

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11. ON-DUTY RELIGIOUS, RACIAL AND POLITICAL DISPUTE:

While in uniform or on duty, employees shall not become publicly embroiled in any religious, racial, partisan political or other controversial dispute in which their position on the issue could be interpreted as the official position of the Woonsocket Police Department.

12. COURT APPEARANCES:

Whenever a male employee of the Police Department appears before a court or administrative hearing body as a representative of the Woonsocket Police Department, he shall be attired in his uniform or neatly dressed in an appropriate shirt and tie with matching sport coat or suit and appropriate shoes and socks. However, uniform attire shall not be allowed during Superior Court or U.S. Federal Court appearances without permission of Superior Court and the Attorney General or the U.S. Federal Court and the U.S. Attorney's Office. A female employee shall be attired in her uniform or neatly dressed in an appropriate pants suit, skirt and matching blouse or an appropriate dress. However, uniform attire shall not be allowed during Superior Court appearances without permission of Superior Court and the Attorney General or the U.S. Federal Court and the U.S. Attorney's Office. Employees are required to attend scheduled court appearances to testify or appear before any court of law, public agency or commission, legislative body or any other similar forum when notified.

13. USE OF ALCOHOL IN UNIFORM:

Employees shall not consume intoxicating beverages while on duty or while wearing any part of the uniform, unless they are required to do so while conducting an investigation under the specific authorization of their commanding officer. Employees shall not report for work, nor be on duty while under the influence of intoxicants to any degree. They shall not report for duty with the smell of an alcoholic beverage on their breath or person. When the Department has reasonable suspicion that an employee has the smell of an alcoholic beverage on their breath and/or is under the influence of an alcoholic beverage, the employee shall, when ordered by a supervisor, submit to a breath test. When the results of a breath test are not consistent with displayed behavior, the employee may be ordered to submit to a urine and/or blood test. Refusal, under these conditions, to submit to additional testing is insubordination and may subject the employee to disciplinary action, up to and including discharge.

14. ABUSE OF ALCOHOL OFF-DUTY:

Employees while off-duty shall refrain from consuming intoxicants to the extent that it could constitute unbecoming conduct as described in these rules or render them unfit to report for duty if they are called back in an emergency.

15. ALCOHOLIC BEVERAGES IN POLICE DEPARTMENT:

Employees shall not possess, use or store alcoholic beverages in the police department or vehicle, unless such beverages are being held as evidence.

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16. USE OF DRUGS:

Employees directed by competent medical authority to use a prescription drug while on-duty shall inform their supervisor about the medication prescribed if the medication or any side effects affect the ability of the employee to carry out their duties. Any duty limitations resulting from the use of the drug shall also be noted. The supervisor shall determine whether the employee can perform regular duties, be reassigned to other duty, or placed on sick leave. Employees shall not report for duty under the influence of drugs taken as medication which impairs their normal faculties to the degree their ability to work safely is affected. Employees shall not use illegal drugs or controlled substances without a prescription at any time, either on or off duty, nor shall they be in possession of same except as required in the performance of official duties. When the Department has reasonable suspicion that an employee is using illegal drugs or controlled substances, the employee shall, when ordered by a supervisor, submit to a urine and/or blood test. Refusal, under these conditions, to submit to a urine and/or blood test is insubordination and may subject the employee to disciplinary action, up to and including discharge.

17. SUSPECTED INTOXICATION:

If a supervisor has reasonable suspicion to believe an employee is under the influence of an intoxicating beverage and/or drugs while on duty, the employee shall be immediately relieved of duty. An officer's duty weapon will be seized and a full report forwarded to the Division Captain, Major and Chief of Police for further action, employee assistance and or disciplinary charges.

18. GRATUITIES, GIFTS, REWARDS:

Employees of the Police Department shall not solicit or accept any gratuity or any other item of value where there is any connection, however remote, between such offers of solicitation and the member's position with the Police Department, except as expressly approved by the Chief of Police or designee. Employees shall neither directly nor circuitously solicit nor accept any gratuities of merchandise, meals, beverages or any other item of value which is intended to influence theirs or any other employee's actions in any matter of police business or which might cast an adverse reflection on the Department or any of its employees. Employees shall not solicit any discounted services or merchandise offered as a result of their employment with the Police Department, except as expressly approved by the Chief of Police nor shall employees solicit or accept any gift or gratuity from other employees if such items would adversely affect the employee's law enforcement duties. Employees shall not become financially or otherwise indebted to the extent that work performance is affected nor shall employees solicit or accept any reward for services rendered in the performance of law enforcement duties. Employees shall not solicit free admission to places of amusement for themselves or others, except as approved by the Chief of Police nor shall employees identify themselves as Woonsocket Police Department employees for the purpose of gaining personal advantages or avoiding the consequences of illegal acts performed by themselves or by other individuals.

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19. ABUSE OF POSITION:

Employees shall not use their official position, official identification cards or badges for personal or financial gain for themselves or others, obtaining privileges not otherwise available to them, except in the performance of duty, avoiding the consequences of illegal acts or seeking social contacts under official pretenses. Employees shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police. Employees shall not authorize their names, photographs, ranks or official titles, which identify them as members of the Woonsocket Police Department, for use in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Police Chief. Employees shall not interfere unnecessarily in the private business of any person or threaten a law abiding person in the lawful pursuit of a legitimate business.

20. PERMITTING ILLEGAL ACTIVITIES:

Employees of the Department shall not authorize any individual to violate any law, ordinance or court order under any circumstance. When an individual requests permission to perform an act of questionable legality, the employee shall inform the individual that they cannot authorize anyone to breach the law. Employees shall not create the impression that an individual may violate the law as long as the Department does not learn of the violation.

21. INSUBORDINATION:

Insubordination or disrespect towards a supervisor is strictly prohibited. Insubordination is defined as a failure to recognize the authority of any supervisor by disrespect or by disputing their lawful order. Employees shall not publicly criticize the Police Department, its policies or other employees in speech, writing, or other forms of expression. This provision is not intended to preclude the exercise of an employee's rights under state and/or federal law.

22. SOLICITING PERSONAL ADVANCEMENT:

Employees shall not solicit the intervention or influence of persons outside the Department for the purpose of obtaining a promotion, advancement, change of assignment and change of duty or to avoid discipline for themselves or any other employee. Any such attempt to solicit outside aid, whether for purposes of securing personal advancement or avoiding discipline, shall be considered equivalent to insubordination and shall be treated accordingly. The Department's chain of command shall always be utilized if any questions exist.

23. ENDORSEMENTS AND REFERRALS:

No 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. In the case of towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, employees shall proceed in accordance with established Departmental procedures utilizing the existing rotational towing list.

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24. CONFLICT OF INTEREST STATEMENTS:

Employees shall have no interest, financial or otherwise, direct or indirect, nor shall they engage in any business, transaction or professional activity or incur any obligation of any nature, which is in conflict with the proper discharge of their duties in the public interest. 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.

25. USE OF TOBACCO:

Employees may not use any tobacco product in any form when performing an official duty in direct or immediate contact with the public. When permitted to use tobacco, employees must do so in a manner that will not offend others or deter from the Department's public image. As the Police Department promotes a smoke-free workplace, smoking in any Department area, building, vehicle or office is prohibited unless designated for that purpose and away from the public.

26. PAYMENT OF DEBTS:

Employees shall not undertake any financial obligations which they know or should know they will be unable to meet and shall pay all just debts when due. Depending upon circumstances, instances of financial irresponsibility, bankruptcy and/or repeated instances of financial difficulty may be cause for disciplinary action. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken. Employees shall not co-sign a note for any supervisor or another employee unless related by blood or marriage. Employees shall not borrow money from or become obligated to any person whose business deals directly with the operations of the Police Department.

27. RELATIONS WITH DEPARTMENT EMPLOYEES:

Employees shall never behave disrespectfully or use threatening or insulting language toward another employee. Employees shall not draw or lift a weapon toward, offer violence against, nor strike or attempt to strike any other employee. Employees shall act in a professional and respectful manner befitting individuals who share the common goal of safeguarding lives in the public interest.

28. POLITICAL ACTIVITY RESTRICTIONS:

Employees will not participate in political activities that could give the impression the employee is using their official position to influence the electoral process. Employees will not seek or be obliged to make contributions in money, service or otherwise, for any political purpose. No employee shall seek an elected office in the City of Woonsocket as a Woonsocket Police Officer. Employees shall notify the Chief upon appointment to any public office, board, commission, tribunal or other similar body in order to prevent potential conflicts of interest. An employee, in their capacity as a private citizen, is free to hold membership in and privately support a political

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party or to express their opinion on any political subject or candidate or to attend political meetings.

29. SUBVERSIVE ORGANIZATIONS:

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

30. ASSOCIATIONS:

All employees of the Woonsocket Police Department shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are under criminal investigation or indictment or who have a reputation in the community or the Department for present or past involvement in felonious or criminal behavior. Such associations may be permitted when necessary for the performance of official duties or where unavoidable because of family relationships with a Department employee. It is the duty of every employee to familiarize themselves with the activities and descriptions of prominent and habitual criminals throughout the community.

31. VISITING PROHIBITED ESTABLISHMENTS:

No employee of the Department shall visit, enter or frequent any establishment wherein the laws of the United States, the state or the local jurisdiction are regularly violated or suspected by the police of being regularly violated; nor shall any employee visit, enter or frequent any establishment where persons known to be or suspected of being criminals are known to frequent, except in the performance of duty or while acting under proper and specific orders from a supervisor.

32. LOITERING:

An employee, when on duty, may enter or frequent a public place only for the purpose of transacting official business or taking an approved rest break or a regular meal.

33. ENTERING LIQUOR ESTABLISHMENTS:

An employee, when in uniform, shall not enter any place in which intoxicating beverages are furnished or sold, except in the performance of official duty, on a detail or assigned by a supervisor requiring such action. The provisions of this regulation do not apply to uniformed officers entering a restaurant or other food establishment that serves intoxicating beverages incidental to food services, when taking an approved break during their tour of duty.

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34. GAMBLING:

No employee of the Police Department shall participate in any form of gambling while on duty or in uniform or while in the Woonsocket Police Department, Department vehicle or other Department facility. No employee shall participate in any form of illegal gambling at any time except in the performance of duty and while acting under direct and specific orders from a supervisor.

35. CARRYING UNAUTHORIZED ARTICLES:

Employees of the Department who are on duty shall not carry books, magazines, newspapers, radios, televisions, packages, cell phones or any other article which may hamper the performance of their duties, except when necessary in the performance of an assignment. Cell phones shall be carried inconspicuously on the person and may only be used discretely to conduct police business or emergency communication.

36. REPORTS:

Employees shall complete and submit all reports on time and in accordance with established Departmental procedures. No employee shall knowingly enter or cause to be entered any inaccurate, false or misleading information on a report.

37. TRUTHFULNESS:

Employees of the Department will speak the truth at all times and under all circumstances. In cases in which they are not allowed by the regulations of the Department to divulge facts within their knowledge, they will decline to speak on the subject. Employees shall also be truthful and honest in dealing with fellow employees or members of the public. Upon the order of any supervisor, employees shall truthfully answer all questions asked of them, which are specifically directed to the scope of employment and operations of the Department. Employees will truthfully state the facts in all reports as well as when they appear before any judicial, Departmental or other official investigation, hearing, trial or proceeding. Employees shall not make any false official report, written or oral or give any false or fictitious information during Department investigations or inquiries.

38. FALSIFICATION OF EMPLOYMENT APPLICATION:

The integrity and high ethical standards of the Woonsocket Police Department must be maintained; therefore, no person shall procure or retain employment by willfully misrepresenting their qualifications, character, reputation or physical or mental condition.

39. DERELICTION OF DUTY:

All employees of the Department, while on duty, shall at all times remain alert and ready to respond to any situation requiring police action. While on duty, employees shall not sleep, conduct personal business, attend to personal pleasures, engage in idle conversation or gossip, originate or spread rumors concerning another City employee or take part in any other activities,

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which would cause them to neglect or be inattentive to duty. It is the obligation of all employees to devote their on duty time to official matters only. Therefore, employees shall not engage in private business while on duty.

40. NEGLECT OF DUTY:

Employees shall not sleep or engage in any activities or personal business that would cause them to neglect or be inattentive to duty. Employees may read books, magazines, newspapers or other materials while on duty unless doing so interferes with department business. When reading such materials employees will do so in an inconspicuous manner out of public view. Employees must immediately notify their supervisor if they are unable to continue to perform their duties or will be unable to report for duty as scheduled or assigned. Employees shall not have personal calls directed to, nor make personal calls from, Departmental phones that interfere with their work responsibilities, except in an emergency or where calls and time are of extreme importance.

41. UNSATISFACTORY PERFORMANCE:

Employees shall maintain sufficient competency to perform their duties and assume the responsibilities of their positions. Employees shall perform their duties in a manner, which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the employee's position; the failure to take appropriate action on the occasion of a crime, disorder or other condition deserving police attention or absence without leave. In addition to other indicators of unsatisfactory performance, the following shall be considered prima facie evidence of unsatisfactory performance, repeated poor evaluations or a record of repeated or numerous infractions of rules, regulations, directives or orders of the Department.

42. PHYSICAL AND MENTAL CONDITION:

All employees of the Department shall keep themselves in such physical and mental condition as will enable them to readily perform any duties customarily assigned. When an employee's physical and mental condition is such that they cannot efficiently perform those duties assigned to similar ranks or positions, it is the duty of the commanding officer to notify the Division Captain who will make the Chief of Police aware of all facts regarding the issue.

43. SUBJECT TO CALL:

Off-duty employees may be called back to work at any time. Employees are responsible for furnishing their commanding officer with a list of places and phone numbers where they may be reached if they are temporarily staying at a location other than their residence. Employees are responsible for promptly reporting changes of address and telephone numbers. Although certain workday hours are allotted to every employee of the Department for the performance of specific workday duties, an employee may be required to return to an "on-duty" status at all times for the preservation of the peace and the protection of life, liberty and property. An sworn employee shall be prepared at all times and under all circumstances to immediately perform a police duty

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whether or not in uniform or off workday duty whenever the sworn employee is cognizant of a need for police service. An employee of the Police Department shall be fit for duty at all times except when carried on “sick” or “injured” report.

44. NOTIFICATION OF ILLNESS OR INJURY:

Employees who know they will be unable to report for duty due to illness or injury shall immediately notify a supervisor of the on-duty platoon or assigned Division advising of the nature of the illness and where they will be recuperating. Notification shall be made no later than one hour prior to the beginning of the employee’s scheduled tour of duty. Upon return to duty from three consecutive days of sick leave, employees are required to supply a doctor’s note. Employees taking sick or who become injured on duty shall remain on duty until excused by a supervisor or a licensed medical professional.

45. EMPLOYEES ON SICK OR INJURED REPORT:

Employees who are carried on sick or injured report are expected to remain in their homes unless they are given specific authorization to leave by a supervisor, must leave the home for purposes of obtaining necessary medical care or fall sick outside their regular residence. Officers on long-term injury who intend to be away from their home longer than three days must notify the Chief of Police via their chain of command.

46. FICTITIOUS ILLNESS OR INJURY REPORTS:

Employees shall not feign illness or injury, falsely report themselves ill, injured or otherwise deceive or attempt to deceive any employee of the Department as to the condition of their health.

47. LEAVING ASSIGNMENT:

Employees shall not leave their assigned duty assignment during a tour of duty, except when authorized by proper authority. Officers on patrol shall remain in their assigned patrol areas while on duty, unless they are in pursuit of a suspect, dispatched elsewhere or given permission to leave by a supervisor, by the Communications Center or in an emergency.

48. REST PERIODS/MEALS:

Approved rest breaks shall not be taken during times of emergency or at any other times prohibited by the supervisor. No more than two uniformed officers on duty shall be present at the same restaurant/coffee shop at one time, except with the approval of a supervisor. This shall not preclude the right of the other officers to contact them. Employees shall display a willingness to assist the public during rest periods and meals. Employees may not stop at any location prohibited by the Chief of Police. The patrol vehicle shall be properly parked and, when possible, shall be positioned to facilitate safe and easy departure in cases of emergency. Keys shall not be left in unoccupied police vehicles during coffee stops or at any other time. No attempt shall be made to hide the vehicle.

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49. TREATMENT OF PERSONS IN CUSTODY:

An officer shall advise the person arrested of the true reason for the arrest and the officer's authority, if this is practical and can be done without jeopardizing the arrest. Officers shall not use unnecessary force in making an arrest or in dealing with a prisoner or other persons. No officer shall mistreat any persons who are in custody. Officers shall handle persons in custody in accordance with the law and established procedures. Officers shall not use duress or coercion nor mistreat an accused person in any way when endeavoring to obtain investigative information, a confession or an admission. Officers shall not make arrests in controversies between themselves and their relatives and/or neighbors, except under circumstances that would justify using self-defense to prevent injury to another or when a serious criminal offense has been committed. Such circumstances shall be called to the attention of a supervisor who shall have disinterested officers investigate and take required action.

50. BAIL OR BOND FOR PERSONS ARRESTED:

No employee shall furnish bail or bond for any person who has been arrested, except for members of their immediate family.

51. PROCESSING PROPERTY AND EVIDENCE:

Property or evidence, which has been discovered, gathered or received in connection with Departmental responsibilities, shall be processed and disposed of in accordance with established Departmental procedures. Employees shall not manufacture, conceal, falsify, destroy, remove, tamper with or convert to their own use, any property or evidence, except in accordance with established Departmental procedures.

52. INTERFERENCE WITH LEGAL PROCESSES / UNAUTHORISED INVESTIGATIONS:

Employees shall not interfere with cases assigned to other officers for investigation, nor shall they interfere with any arrest or prosecution brought by other officers, persons or agencies without authorization of a supervisor. Employees of the Police Department shall not undertake any investigation or other official action outside their regular duties without obtaining permission from their commanding officer, except in exigent circumstances.

53. RECOMMENDATIONS REGARDING DISPOSITION OF CASE:

Employees shall not make any recommendation to any court or other judicial agency regarding the disposition of a pending criminal court case. Employees shall refrain from making any recommendation or comment that might tend to reflect the Departments official approval or disapproval of another agency's action. This section shall not be interpreted as to apply to the lawful practice of pre-trial negotiations.

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54. INTERFERENCE WITH DISCIPLINE:

No employee shall exert or attempt to exert any influence on any of the participants in a Departmental disciplinary procedure. Union officials representing officers are exempt.

55. TESTIFYING IN CIVIL CASES:

Employees shall not testify in any civil case in which the Woonsocket Police Department may have an interest without specific prior approval from the Chief of Police unless they are a party to the action or have been legally summoned to testify.

56. CRIMINAL CASE TESTIMONY:

Employees appearing for the prosecution shall not publicly discuss the testimony which they will give in any criminal court action, nor shall they sign any statements concerning any criminal case for a person not officially connected with the Department, except at the direction of official agencies such as the prosecuting official having jurisdiction of the case. Employees subpoenaed by the defense in a criminal case shall contact the prosecuting attorney handling the case prior to the trial. Employees shall be diligent and thorough in the preparation of cases for court.

57. DISSEMINATION OF INFORMATION:

Employees shall treat the official business of the Woonsocket Police, which is not considered a public record, as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established procedures. Employees will assist any member of the public who visits the Woonsocket Police Department and requests public information. The employee will give a Public Records Request Form if so requested. Employees shall not divulge the identity of persons giving confidential information except as authorized by the Chief of Police.

58. PUBLIC PRONOUNCEMENTS:

Although employees of the Woonsocket Police Department are encouraged to participate in community activities, including public speaking events, it must be remembered that the Chief of Police has the ultimate responsibility for formulating and interpreting Department policies and procedures. Employees of the Department must therefore have authorization from the Police Chief or designee before engaging in public speaking on behalf of the Woonsocket Police Department. Employees, while engaged in community relations activities or public speaking events, shall be responsible for accurately relating Department policy as outlined in these Rules and Regulations and other Department procedures. This article shall not be interpreted to deprive employees of any First Amendment rights as citizens to comment on matters of public interest.

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59. ATTENDANCE AT PUBLIC FUNCTIONS:

Employees are prohibited from attending any of the following functions while on duty without prior approval of their commanding officer, unless their attendance has been requested as part of their official duties; including but not limited to court trials, hearings, public hearings, city/town council meetings, legislative sessions, political events and public demonstrations.

60. SEEKING PUBLICITY:

Employees shall not directly or indirectly seek publicity for themselves through the press, radio, television or other news media; nor shall they furnish information to the same for the purpose of gaining personal recognition.

61. IDENTIFICATION:

Employees shall carry their identification cards on their persons at all times, except when impractical or dangerous to their safety or to the success of an investigation. They shall furnish their badge number and name to any person requesting that information when they are on duty or while portraying themselves in an official capacity, except when the withholding of such information is necessary for performance of police duties or is authorized by a supervisor. Employees, while either on or off duty, shall not recognize or speak to a plain clothes officer outside the area of the police building unless first spoke to by the plain clothes officer. Employees shall not disclose any information concerning plain clothes officers to anyone outside the Department, except official agencies such as Court officials, the Attorney General's Office, etc.

62. CARE AND MAINTENANCE OF DEPARTMENT PROPERTY, EQUIPMENT AND VEHICLES:

Employees shall maintain, in good condition, all property and equipment assigned to them or under their control. They shall immediately report to their supervisor any loss or damage of Department property, equipment or vehicles assigned to them or under their control. 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 Department 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. An employee shall not appropriate for their own use any lost, found or stolen property nor convert to their own use any property of the City of Woonsocket or State of Rhode Island or property held by the Department for evidence. Supervisors will conduct periodic inspections of vehicles and equipment under their control. Employees assigned to operate Departmental vehicles shall, before use, examine such vehicle and report any obvious damage or operational defect. Employees assigned to operate Departmental vehicles are responsible for the cleanliness and orderliness of such vehicles during their tour of duty. Employees assigned to operate Departmental vehicles shall ensure that vehicles turned in at the end of their tour of duty have at least one half tank of gasoline.

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63. OPERATION OF OFFICIAL VEHICLES:

Employees shall operate official vehicles in a careful and prudent manner and shall obey all state laws and the Rules and Regulations of the Woonsocket Police Department pertaining to such operation. Loss or suspension of any driving license shall be reported immediately.

64. ACCIDENTS INVOLVING POLICE VEHICLES:

Whenever an employee of the Department is involved in an accident while operating a police vehicle, they shall immediately notify their supervisor who shall investigate said accident and complete all related reports. Police vehicles will not be moved from any accident scene until a supervisor arrives, unless not moving the vehicle(s) would create a hazard to another motorist.

65. RESPONSIBILITY FOR DEPARTMENT VEHICLE:

Except in emergencies or other unusual situations, the operator of a Department vehicle shall lock the ignition and the doors and remove the key from his/her vehicle when leaving it unattended.

66. EXPENDITURE OF CITY FUNDS:

Expenditures of money shall not be made or liability incurred in the name of the City of Woonsocket or Woonsocket Police Department by an employee unless previously authorized in the manner prescribed by law or regulation. The Chief of Police or designee shall authorize all expenditures accordingly.

67. VIOLATIONS:

Violations of these Rules and Regulations or of any policy, procedure, directive, order or command given lawfully by a supervisor may be grounds for disciplinary action. The Chief of Police or designee will determine appropriate disciplinary action. The Chief of Police has the authority to convene a Disciplinary Hearing Board established under the Rhode Island Law Enforcement Officer's Bill of Rights. An officer charged with the violation will have the right to counsel throughout the hearing. A representative of the officer's collective bargaining unit may also participate, in accordance with the collective bargaining agreement then in effect and the Law Enforcement Officer's Bill of Rights. Throughout its review of the case, the Board may admit any evidence which it determines to have any value toward the proper adjudication of the case. The Board will ensure that an oath is given to all witnesses. The Board may question all witnesses involved in the case. Both the Department and officer will have the right to present their cases and to cross-examine any and all witnesses. A stenographic record of the proceedings will be kept. Upon completion of the hearing, the Board will render a written opinion of its findings and, where appropriate, will recommend disciplinary action to the Chief of Police.

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68. CRITICISM OF THE CRIMINAL JUSTICE SYSTEM:

The Police Department shares responsibility with the judiciary, prosecutors and other law enforcement agencies in the criminal justice system. Cooperative and harmonious working relationships are essential and may be impaired by unnecessary criticism of others. For that reason, employees should be aware that comments they make might be interpreted as being critical of law enforcement, prosecuting agencies or individual members of the judiciary. This article shall not be interpreted to deprive members of any First Amendment rights as citizens to comment on matters of public interest.

69. PROHIBITED ACTIONS DURING SUSPENSION:

Suspended employees are subject to all of the Rules and Regulations of this Department. They shall not wear any part of the official uniform or act in the capacity of, or represent themselves as employees of the Department in any manner.

70. KNOWLEDGE OF POLICE DIRECTIVES:

All employees are responsible for knowing and understanding all Department regulations, policies and directives. It is the responsibility of the employee to seek clarification of any order or material which is not clearly understood.

71. REPORTING FOR DUTY:

Every employee will report for duty and be present at the time and place specified by their supervisor. The employee will be properly equipped with the regulation weapons, equipment and prescribed uniform or business attire. Employees reporting for duty must be physically and mentally fit to perform all police duties. Employees shall report to work and their assigned work areas at the required time.

72. SECURITY OF FIREARMS:

An officer is responsible for the safekeeping and security of their firearm at all times. An officer will not leave their firearm unattended and unsecured. When a firearm is left in a police locker, the officer will ensure that the locker is properly secured.

73. QUESTIONS BY CITIZENS:

Employees of the Department will answer questions from citizens in a courteous manner and, if unable to provide an answer, will make every effort to obtain the answer for the citizen, avoiding argument and unnecessary conversation.

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74. AWARENESS OF ACTIVITIES:

Upon returning from any absence from duty, every employee will familiarize themselves with all new regulations, policies, memoranda and all matters concerning their assignment.

75. GENERAL KNOWLEDGE AND PERFORMANCE:

Every employee will familiarize themselves with all the laws, statutes, ordinances and regulations necessary for the proficient execution of their duty.

76 KNOWLEDGE OF THE CITY:

Employees will familiarize themselves with the geography of the city including routes of public transportation, the location of streets, bridges, public buildings, hospitals, courts, prominent or important office buildings, large industrial plants or commercial establishments and such other information as may be disseminated by supervisors from time to time.

77. CIVIL LAWSUITS:

No employee will prosecute or enforce any claim against any person for injuries or damages while on duty until they have notified the Chief of Police of their intention. In the event of such recovery for damages claimed, the employee will reimburse the City of Woonsocket for wages and medical expenses paid by the city.

78. BEARING:

Every employee will conduct themselves in a professional manner.

79. MARKING OR ALTERING DEPARTMENT NOTICES:

An employee will not mark, alter, mar or deface any printed or written notice, memorandum, General Order or directive relating to police business. An employee will not mark, alter, mar or deface any notice posted on any bulletin board or blackboard maintained by the Department. All notices of a personal nature and/or of a derogatory character regarding any employee or unit of the Department are prohibited.

80. STATEMENT CONCERNING LIABILITY:

An employee will not make any oral or written statements to anyone concerning liability in connection with the operation of police vehicles or performance of other duties, unless specifically authorized to do so by the Police Chief or designee.

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81. RELEASE OF TELEPHONE NUMBERS AND STREET ADDRESSES:

No employee will release to the public or any public agency the home or personal telephone numbers and street addresses of any employee of the Department without authorization.

82. WEARING OF THE DEPARTMENT UNIFORM:

As a quasi-military organization, the Woonsocket Police requires uniformity of attire and proper grooming among its employees. The image of a well groomed, properly uniformed force is one which will inspire confidence and respect among the general public. The official uniform of the Woonsocket Police shall consist of the items and articles described below from which the "uniform of the day" will be prescribed as occasion demands, together with such additional accessories and equipment as the Chief of Police may hereafter adopt and prescribe. Insignia, badges, service stripes, decorations, firearms and other equipment and parts of the uniform itself shall be worn as prescribed by Department policy. No item may be worn unless the Chief of Police has specifically authorized it. The uniform and accessories shall be kept clean and in good repair at all times. Faded or threadbare items of uniform clothing shall not be worn as part of the uniform. The uniform may be worn off duty to represent the Department only with the express approval of a member of the Department Command Staff. This would not include officers assigned to any I.B.O.P., Local 404, detail or Departmental overtime.

83. PERSONAL APPEARANCE:

Employees shall be neat, clean, and well groomed and present a professional appearance at all times while on duty consistent with Department policy and procedures

84. PAID DETAILS:

The provisions of Departmental policy bind officers assigned to off-duty paid details. The uniform of the day shall be worn unless in such cases where exceptions have been made by the Chief of Police or designee.

85. CHANGE OF ADDRESS:

Employees will be responsible for keeping the Department notified of their current address and telephone number(s).

86. PRIVATELY OWNED VEHICLES:

Officers of the Woonsocket Police Department are expected to enforce all laws pertaining to the motoring public. Therefore, employees shall ensure that their personal vehicles meet all state laws, restrictions and requirements as specified under city and state statute.

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87. TELEPHONE REQUIREMENTS:

All employees will maintain a telephone at their residence either through a fixed landline or cell phone capability.

88. DEPARTMENT LETTERHEADS:

Use of Department letterhead for private correspondence or sending official correspondence out to the Department will not be allowed without permission of the Chief of Police. No employee will send any written communication about police business to any person, firm or other law enforcement or public agency without the consent of their supervisor.

89. COMPLYING WITH INSTRUCTIONS FROM THE COMMUNICATIONS CENTER:

Telecommunications Operators shall have the authority of the Chief of Police or the ranking officer on duty to direct and control an officer(s) response to a specific incident. No officer will disobey or refuse any lawful command from them unless directed otherwise by a supervisor. Officers shall respond promptly and safely to radio calls or calls from citizens for aid or from citizens in distress.

90. CORRECTIONS AND ADMONITION:

All supervisors have the duty to administer timely correction and/or admonition to personnel under their command when and where necessary to maintain discipline, efficiency and good order. Such correction and/or admonishment will not be construed as punitive in nature and the imposition of it will not be a bar to future proceedings. Properly administered, it is intended to prevent the necessity of later and more severe corrective measures.

91. CONDUCT ON DEPARTMENT PREMISES:

Employees will congregate only in those rooms set aside as meeting places. Loud and boisterous conversation in public view or hearing will be avoided. Employees will not permit persons to remain in a Department facility or vehicle unless they are there on official business or approved by the Chief of Police. Employees shall maintain quarters, lockers, desks and offices in a neat, clean and orderly condition.

92. RESPECT:

Employees shall treat supervisors, subordinates and associates with respect. They shall be courteous and civil and will refrain from using harsh, abusive or threatening language at all times in their relationships with one another. Employees will not engage in any physical altercation, whether on duty or not, with any other member of the Department. While on duty, all supervisors will be referred to by rank. Employees shall not participate in any practical jokes, skits or activities pertaining directly or indirectly to police duties or functions without the expressed approval of their commanding officer.