



Rhode Island State Police General Order - 2A

<i>Section:</i>	Administration - General Management
<i>Article:</i>	2 - Management Reporting
<i>Title:</i>	Written Directives
<i>Special Instructions:</i>	

I. PURPOSE

The purpose of the Written Directives Policy is to assist every Division employee in the performance of their duties. The policy and the procedural guidance set forth within the written directives system should provide Division personnel with the necessary assistance to perform required duties efficiently. This policy ensures that each barracks/unit/bureau maintains accessibility to Division policies and/or procedures.

II. POLICY

Pursuant to RI General Law 48-28-3, the Superintendent is charged with the responsibility of issuing, modifying, or approving agency written directives. In addition, the Lieutenant Colonel - Deputy Superintendent/Chief Field Operations and Lieutenant Colonel - Commanding Officer of the Department of Public Safety and Training, or their respective designees, may issue written directives to announce the adoption or revision of policies or procedures, as well as to distribute information for carrying out agency activities. Written directives will also include informal communications that are issued to clarify, inform, or inquire. All written directives will be evaluated and categorized according to their level of importance to the entire Division and will be placed into one of the following three categories:

A. Level I

1. **GENERAL ORDERS** – All permanent directives concerned with policy, rules and procedures affecting more than one of the Division's components, which shall be in effect for the indefinite future. All General Orders will be issued by the Superintendent. Prior to their promulgation, General Orders will be subject to review by members of the Command Staff, Division Legal Counsel and the Accreditation Manager.
2. **RULES AND REGULATIONS** – A set of specific guidelines to which all Division personnel must adhere. The Rhode Island State Police Rules and Regulations for sworn members apply to all sworn and the Rhode Island State Police Civilian Rules and Regulations apply to all civilian members assigned to the division.

B. Level II

1. MEMO TO PERSONNEL- Information distributed to barracks/bureaus/ units and other personnel to clarify, inform, or inquire.
2. SPECIAL ORDERS – Include directives affecting only a specific segment of the Division or a statement of policy or procedure, regarding a specific circumstance or event that is of a temporary nature. Special Orders can be issued by the Superintendent or designee.
3. LEGAL BULLETINS - Information distributed by the Division’s Legal Counsel regarding changes and updates in state and federal law.

C. Level III

1. PERSONNEL ORDERS – Issued by the Superintendent or designee to announce the following information regarding personnel changes, which may be temporary in nature. All temporary, or acting, personnel changes will require a start date and an end date when available:
 - a. Appointment of new Division personnel or to assign additional responsibility above and beyond current title and assignment.
 - b. Death of current Division employee.
 - c. Demotion of Division personnel.
 - d. Promotion of Division personnel.
 - e. Resignation of Division personnel.
 - f. Retirement of Division personnel.
 - g. Suspension of Division personnel.
 - h. Transfer of Division personnel from current assignment and/or location.
 - i. Termination of Division personnel.
2. COMMENDATIONS- Information passed along to all barracks/bureaus/units acknowledging outstanding performances by members of the Division.
3. LESSON PLANS - Training guides and instructional bulletins utilized by the Training Academy to establish course plans for various training activities and requirements.
4. LETTERS/ELECTRONIC MAIL TO PERSONNEL- Informal communications that are issued to the Division by the Superintendent or designee. This shall include interdepartmental communications from the Superintendent regarding special events such as philanthropic programs. This category shall also include open letters and/or electronic mail from the Superintendent or designee to employees of the Division.

III. FORMAT FOR LABELING WRITTEN DIRECTIVES

A. LEVEL I

1. General Orders will be issued according to subject matter and assigned to a category as follows:

ADMINISTRATION – Articles 1 – 50

Authority and Organization – Article 1
General Management – Article 2 – 25
Personnel – Article 26 – 50

LAW ENFORCEMENT OPERATIONS – Articles 51- 125

Field Operations – Article 51 - 75
Investigations – Article 76 - 100
Special Operations – Article 101 – 125

General Orders will be numbered according to category, subject matter and sequence of issuance.

- a. Example: The policy entitled, “Traffic Enforcement Procedure Policy” is number 56A1. The first numerical digit(s), “56,” indicates Article 56 of subject area “Traffic.”
 - b. The first alphabetical letter represents the individual policy itself and its sequence of issuance. However, if this alphabetical letter is followed by a numerical digit, the alphabetical letter represents a sub-category within the article.” In this case, the “A” represents the sub-category of “Enforcement.”
 - c. The remaining numerical digit represents the individual policy itself and its sequence of issuance. In this case, the “1” represents the policy, “Traffic Enforcement Procedures Policy.”
2. RULES AND REGULATIONS To follow present system in published document.

B. LEVEL II AND LEVEL III

All orders, memoranda, commendations, training publications, or other directives will be issued with the first sheet bearing the appropriate official heading. All directives will be numbered consecutively as issued during the year of circulation (YY). The order number will be preceded by the last two digits of the current year (XX). The format for labeling each category of directive will be as follows:

1. Memos to Personnel MP XX-YY
Special Order SO XX-YY
Legal Bulletin LB XX-YY

2. Personnel Orders:
 - Appointment.. PAP XX-YY
 - Death Announcement PDA XX-YY
 - Demotion..... PDM XX-YY
 - Promotion..... PPR XX-YY
 - Resignation PRS XX-YY
 - Retirement..... PRT XX-YY
 - Suspension PSP XX-YY
 - Transfer..... PTR XX-YY
 - Termination PTM XX-YY

Commendation CO XX-YY

Lesson Plan LP XX-YY

IV. PROVISIONS FOR ACCESS AND STORAGE

- A. All Level I and Level II directives will be maintained and accessible to all employees on the Rhode Island State Police internal web site (SharePoint/RISPWEB) and/or PowerDMS for electronic reference and searching capabilities.
- B. Level III Directives shall be maintained and accessible at the Headquarters Executive Assistant Office.
- C. Official copies of all division written directives shall be stored and archived in the Headquarters Executive Assistant Office.

V. DISSEMINATION

- A. Upon approval by the Superintendent, Lieutenant Colonel - Deputy Superintendent/Chief Field Operations, or Lieutenant Colonel - Commanding Officer of the Department of Public Safety and Training, or designee, the directive will be forwarded to the Planning, Research & Accreditation Unit.
- B. The Planning, Research & Accreditation Unit will proof read and review the document to ensure the document complies with applicable CALEA standards.
- C. After review, the directive will be distributed via electronic mail to all affected personnel.

- D. If required by this policy, the Rhode Island State Police internal web site (SharePoint/RISPWEB) and/or PowerDMS shall be updated.

VI. ACKNOWLEDGEMENT/RECEIPT

- A. LEVEL I - Upon the official implementation of a new or revised General Order, all barracks/bureau/unit supervisors will immediately ensure that all personnel under their command have read and understand the respective General Order. All barracks/bureau/unit supervisors will then ensure that all personnel under their command sign for receipt via PowerDMS within twenty-one (21) days unless otherwise directed.
- B. LEVEL II - Barracks/bureau/unit supervisors shall ensure that all personnel under their command read and understand the respective directive and, if required, sign for receipt via PowerDMS within twenty-one (21) days unless otherwise directed.
- C. LEVEL III - Barracks/bureau/unit supervisors shall ensure that all personnel under their command read and understand the respective directive.
- D. Policy Certifications will be maintained via the automated system in PowerDMS.

VII. REVISIONS

- A. The Superintendent or designee reserves the right to rescind, update, or modify directives.
- B. To ensure they do not contradict other existing directives or applicable law, all modifications to directives will be subject to a comprehensive staff review including, but not limited to, Legal Counsel, Accreditation Manager, Command Staff or Troopers Association representatives, when applicable.



By Order of Colonel Manni

James M. Manni
Colonel
Superintendent