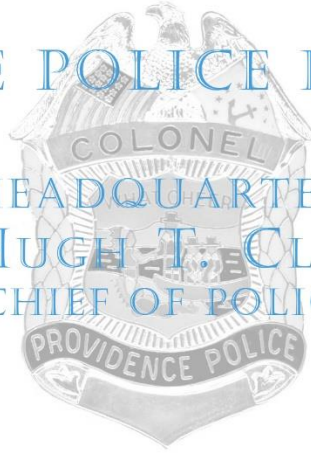


PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS
COLONEL HUGH T. CLEMENTS, JR.
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	140.02	9/12/2022	9/13/2022
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
PPSC Restricted Access Identification Passes		9/10/2019; 8/8/2016; Supersedes G.O. 140.02, "Headquarters Security", of 8/19/2007	
REFERENCE		RE-EVALUATION DATE	
N/A		9/10/2025	
SUBJECT AREA		DISTRIBUTION	
PPSC Security		All Personnel	

PURPOSE

The purpose of this policy is to ensure that visitors and service personnel within restricted areas of the Providence Public Safety Complex (PPSC) are properly accounted for and identified.

POLICY

It is the policy of the Providence Police Department to implement and maintain a viable method of properly accounting for and identifying visitors and service personnel who may be present within the restricted areas of the PPSC so as to facilitate the safety and security of employees, visitors, and infrastructure.

DISCUSSION

All visitors or service personnel conducting business within a restricted area of the PPSC must be logged in and out of the facility in the visitor log by the on-duty Front Desk Police Officer during normal business hours, and shall be issued and shall visibly display a temporarily-assigned clip-on style PPSC restricted access identification pass on the chest area of their outermost garment at all times while within a restricted area of the PPSC.

Sworn personnel encountering an unknown and not properly identified person in a restricted area of the PPSC will question them as to their identity and reason for being in the facility. The officer will ensure that the unidentified person either displays an already issued PPSC restricted access identification pass; or is issued and displays a

PPSC restricted access identification pass; or is otherwise escorted from the restricted access area.

Civilian personnel encountering an unknown and not properly identified person in a restricted area of the PPSC will immediately summon a sworn officer to investigate the unidentified person.

This procedure shall not apply to persons securely under arrest or otherwise securely in police custody.

After normal business hours, the 24-Hour Customer Service Desk personnel, under the supervision of the Desk Sergeant, will assume the duties and responsibilities of the Front Desk Police Officer.

For the purpose of this General Order, the following definitions shall apply:

Restricted Area: All areas within the PPSC are restricted (i.e. only approved Department personnel and janitorial staff are allowed unescorted access), with the following exceptions: (1) the first-floor atrium and the main first-floor hallway are unrestricted to persons conducting legitimate business, **but only during normal business hours**; and (2) Municipal Court is unrestricted to persons conducting legitimate courtroom business, **but only when the court is in session**.

City of Providence Identification Card: A clip-on style, laminated document produced by the City which identifies a person as a City employee.

PPSC Restricted Access Identification Pass: Either a PPSC Visitor Restricted Access Pass or a PPSC Service Restricted Access Identification Pass.

PPSC Visitor Restricted Access Identification Pass: A numbered, clip-on style, laminated document, unique to the PPSC, which identifies a visitor to the PPSC as one who has been granted access to the PPSC's restricted areas.

PPSC Service Restricted Access Identification Pass: A numbered, clip-on style, laminated document, unique to the PPSC, which identifies a person performing building-related service or maintenance to the PPSC as one who has been granted access to the PPSC's restricted areas.

Front Desk Police Officer: Any sworn member of the Department who has been tasked with the responsibility of attending the security station/metal detectors located at the main entrance lobby of the PPSC.

PROCEDURE

I. GENERAL

- A. Whenever ANY person other than (1) a sworn police officer or fire fighter, or (2) a civilian employee who has been issued and displays a City of Providence Identification Card, requests access to a restricted area of the PPSC, the Front Desk Police Officer shall take the following steps:

1. Determine if the visit is valid.

2. If the visit is valid, confirm the visitor's identification from a valid ID, which will be securely retained until the person leaves the PPSC.
 3. Issue a PPSC Visitor or Service Restricted Access Identification Pass to the visitor, when and as appropriate.
 4. Instruct the visitor to wear the PPSC Restricted Access Identification Pass visibly on the chest area of the outermost garment at all times while in the police facility.
 5. Instruct the visitor to return to the facility desk before leaving so that Department personnel can log the visitor out and collect the PPSC Restricted Access Identification Pass.
 6. Document the required information pertaining to the visitor in the visitor log.
 7. Have the police employee with whom the visitor is to meet respond to escort the visitor. If the visitor has business with the Fire Department, direct the visitor to respond to the Fire Department receptionist located on the third floor.
 8. Upon completion of the visit, complete the necessary log entries, collect the visitor's PPSC Restricted Access Identification Pass, and ensure that the visitor's valid ID is returned. The visitor should not be permitted to retain the PPSC pass for any reason.
- B. If the visitor is performing a service or maintenance, issue a clip-on style Service Restricted Access Identification Pass, with the following exception:
1. When the person performing the service or maintenance is a City of Providence employee or contract employee, they must display the proper City or Company ID. In these instances, PPSC Restricted Access Identification Pass need not be issued.
- C. Persons who have been issued a PPSC Restricted Access Identification Pass shall not be left unattended in restricted areas of the PPSC.

II. VISITING GROUPS OR TOURS

- A. Desk personnel will identify each individual and follow the aforementioned procedure.
- B. The employee responsible for scheduling the group will respond to the desk area to escort the group through the facility.
 1. The escorting employee will ensure that no one from the group wanders through the facility without an escort.

- C. Upon completion of the group's visit, the escorting employee will ensure that the group members respond to the Front Desk Police Officer, who shall ensure that the proper checkout procedures outlined in section I(A)(8), above, are followed.

III. LOST OR MISSING IDENTIFICATION PASSES

- A. In the event a PPSC Restricted Access Identification Pass is lost or missing, the Front Desk Police Officer shall use the visitor log to determine the last visitor to be assigned the pass.
 - 1. Attempt to contact the visitor at the phone number provided in the visitor log book when the pass was issued.
 - a. If contact was successful, request the person to return the PPSC Restricted Access Identification Pass to the facility at their earliest convenience; or if practicable, dispatch a uniform police unit to retrieve the pass and return it to the facility.
 - b. Make a general entry stating the date and time the visitor or Service person was contacted, and the date/time that person indicated they would be able to return the pass, and initial (civilian) or mark with FID number (sworn).
 - c. Upon the return of the PPSC Restricted Access Identification Pass, make a notation indicating the date and time the pass was returned. No further action is needed.
 - 2. When a missing PPSC Restricted Access Identification Pass cannot be located, the affected Bureau Supervisor shall summarize the facts, and request a replacement pass from the Patrol Bureau Shift Supervisor.
 - a. A replacement PPSC Restricted Access Identification Pass will be created, adding a letter behind the pass #. Example: If the pass being replaced was pass #1, then the new pass will be identified as pass #1A. If pass #1A is missing and being replaced, then the new pass will be identified as pass #1B.
 - b. Upon the creation of the replacement PPSC Restricted Access Identification Pass, the Patrol Bureau Shift Supervisor shall arrange for the pass to be picked-up and placed into circulation.
 - 3. In the event a missing PPSC Restricted Access Identification Pass is located or turned in after a replacement pass has been entered

into circulation, the replacement pass shall be returned to and taken out of circulation by Patrol Bureau Shift Supervisor.

- a. The Patrol Bureau Shift Supervisor shall summarize the facts relevant to the return of the original PPSC Restricted Access Identification Pass.

IV. PROVISIONS

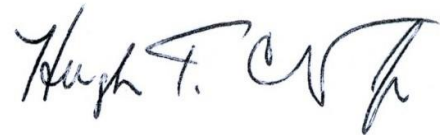
- A. Damaged passes shall be removed from circulation and delivered to the Patrol Bureau Shift Supervisor along with a written request for its destruction and replacement.
- B. Patrol Bureau Shift Supervisor shall ensure that passes are created, destroyed, and reissued as necessary, and shall keep detailed records pertaining to the creation, destruction, and issuance of passes.

APPROVED:



STEVEN M. PARÉ
COMMISSIONER
DEPARTMENT OF PUBLIC SAFETY

APPROVED:



HUGH T. CLEMENTS, JR.
COLONEL
CHIEF OF POLICE