

PROVIDENCE POLICE DEPARTMENT  
  
 HEADQUARTERS  
 COLONEL OSCAR L. PEREZ  
 CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	250.05	7/30/2024	7/31/2024
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Private Duty Detail Assignments		5/6/2018; 11/14/2014; 7/26//2013; 5/10/2013; Supersedes: G.O. #5 Series 2007; G.O. #7 Series 2003; G.O. #30 Series 2000; G.O. #33 Series 1999; Memorandum #20 Series 2011; Memorandum #17 Series 2010; Memorandum #48 Series 2003	
REFERENCE	RE-EVALUATION DATE		
CALEA 22.3.5	7/5/2027		
SUBJECT AREA	DISTRIBUTION		
Compensation, Benefits, and Conditions of Work	All Sworn Personnel		

**PURPOSE**

The purpose of this policy is to establish guidelines pertaining to private duty detail assignments.

**POLICY**

It is the policy of the Providence Police Department to periodically assign officers to work voluntary private duty detail assignments throughout the City.

**DISCUSSION**

N/A

**PROCEDURE**

**I. UNIFORM REQUIREMENTS**

- A. Any member assigned to a uniformed detail within the City shall wear the prescribed uniform in its entirety. This shall include:
  - 1. Full duty belt with Department-issued gear.
  - 2. Uniform hat, or "Russian-style" hat (seasonal).
    - a. Only those officers who are assigned to traffic/road details outside of District One are permitted to wear the Department-approved baseball-style cap.

- i. The cap shall be six (6) panel, polyester/wool blend, navy blue in color, and shall bear a fully embroidered, reduced version of the official Providence Police patch.
3. Traffic vest or reflective jacket.
4. Tie or turtle neck as worn with the winter uniform.
5. Approved snowsuit (seasonal).
6. Spiewak™ S-9T120 Vizguard High Visibility Mesh Polo Shirt, yellow with black collar (#062) with 3M Scotchlite™, purchased at officer expense. Additional specifications include:
  - a. Providence Police patch – left sleeve.
  - b. Providence Police badge patch – left chest.
  - c. Providence Police regulation F.I.D. number board – right chest.
  - d. The back is screened “PROVIDENCE POLICE” on two (2) lines in two-inch black letters.
  - e. Instructions pertaining to the correct placement and/or font of the above items are on file with Department-approved uniform vendors, and must be followed.
7. Body Armor.
  - a. The decision to either utilize or forego the use of body armor by Department personnel working private duty details shall be made at the sole discretion and liability of each individual officer. However, body armor use shall be mandatory when the very nature of a private duty detail involves:
    - i. High-risk operations, including but not limited to, dignitary protection (i.e., political, religious, famous, and or, controversial figures, etc.) and/or geographic target/asset protection (banks, Port of Providence, etc.).
    - ii. Actual or potential civil disturbances and/or mass arrests (i.e., nightclubs, labor strikes, demonstrations, etc.).
  - b. Officers working private duty details shall be required to utilize body armor whenever ordered to so by a supervisor or whenever such use is mandated by the Department.

- c. Officers shall comply with General Order 340.01, *Wearing and Care of Body Armor*.
- B. Officers assigned to plainclothes details shall wear business attire, unless otherwise instructed by the Detail Office.
- C. Officers are prohibited from utilizing devices such as, or similar in functionality to, headphones, earbuds, or iPods.
  - 1. Officers shall refrain from using cellular telephones when in the public eye, except for official Department business and/or unless an emergency situation arises.
- D. Uniforms and clothing shall be worn and maintained as mandated in General Order 220.01, *Uniform Standards*.

## **II. OFFICER RESPONSIBILITIES**

- A. Officers shall neither accept nor work detail assignments that overlap or otherwise conflict with their scheduled shift hours.
- B. Upon arrival at a detail assignment, officers shall contact the Public Safety Communications Center (PSCC) in order to be entered into the CAD system.
  - 1. Officers will provide the PSCC with their employee number, FID number, location, and scheduled hours.
- C. Upon completion of a detail, officers shall contact the PSCC and request their removal from the CAD system.
- D. Officers shall conduct themselves in a professional manner at all times, consistent with Department rules and regulations.
- E. Officers shall arrive at detail assignments on time. In the event an officer is unable to arrive at a detail on time, the officer shall notify the detail office to ensure that proper coverage and/or notification to the company is provided.
  - 1. During those times when the Detail Office is closed, officers who will be arriving late to a detail assignment shall notify the Desk Sergeant.
    - a. The Desk Sergeant shall consult with the Officer-In-Charge of the Patrol Bureau (OIC) whenever he/she determines that circumstances dictate the need for the detail assignment to be covered pending the arrival of the detailed officer.
- F. Officers shall not leave a detail assignment until properly released by the company or relieved by another officer.

1. If a company allows for and permits a meal break, officers working road details shall remain on duty and in position at the work site unless the company's personnel and equipment are completely removed from the roadway and no safety and/or traffic hazards remain.
  2. Officers working road details shall give prior notice to the company's road crew supervisor when requiring a break to use the restroom.
  3. Officers assigned to "nightclub" details, special event details (i.e., block parties, festivals, etc.), or details which involve other social events, shall not secure from the detail prior to the "finish" time as stipulated by the Detail Office, unless properly relieved by another officer.
- G. Officers shall perform their detail duties in accordance with the needs of the assignment.
1. Officers shall follow all instructions given by the company unless doing so would conflict with or violate any law, city ordinance, or Department directive
  2. In the event that such a conflict occurs, officers shall immediately advise the company of the situation.
- H. Officers shall be obligated to fully exercise their police powers, such as providing assistance, taking police reports, and effecting arrests, as the circumstances may dictate and without regard for whether or not such action is directly related to the detail assignment.
- I. Officers shall be responsible for addressing any violations or safety infractions, and shall notify a supervisor, the Detail Office, the Providence Fire Department and/or the License Bureau, as appropriate.
1. Notifications for serious violations or safety infractions shall be made immediately.
- J. Officers may conduct periodic capacity checks at event and night club details and shall immediately request that the Providence Fire Department respond to the scene whenever a venue is believed to be overcrowded.
- K. Any officer may verify that a valid permit has been issued by the Traffic Engineering Division of the Providence Department of Public Works for any detail that involves the use of any public sidewalk, street, or park.
1. In situations when a company's representative does not have physical possession of a permit, but states that a permit has been issued, the officer shall call the Traffic Engineering Division at (401)-781-4045 to confirm issuance of the permit.

2. In situations when Traffic Engineering is closed and the existence of a valid permit cannot be confirmed, or when it appears that a valid permit was never issued, the officer shall immediately notify the Detail Office during its normal business hours, or the OIC of the Patrol Bureau at all other times.
    - a. If the existence of a valid permit cannot be confirmed, but the work being performed constitutes a bona fide emergency, then the company shall be allowed to continue working.
    - b. If the existence of a valid permit cannot be confirmed and the work being performed does not constitute a bona fide emergency, then the work will be allowed to continue at the discretion of the Detail Office Supervisor or the OIC.
  3. The Detail Office shall be notified of all incidents when the existence of a valid permit could not be confirmed due to the closure of the Traffic Engineering Division, and in turn shall notify Traffic Engineering Division of these incidents as soon as practicable.
- L. Detail slips must be submitted to the Detail Office within seventy-two (72) hours of the completion of the detail.
1. Officers must attach a letter of explanation, addressed to the Detail Officer, to any detail slip turned in after the seventy-two (72) hour period.
- M. Officers who are eligible to have details assigned to them via the detail list must notify the Detail Office, by email, of their impending inability to work any details (i.e., when taking any scheduled furlough time) at least 72 hours prior to their unavailability.
1. In the event of an emergency that results in an officer's inability to work a detail, the officer is to contact the Detail Office via the most expeditious means available.
- N. No officer will be allowed to remain on, or be added to, the detail list, nor will any officer be allowed to work any detail assignment whatsoever, unless the officer has successfully completed a RIDOT approved Work Zone Safety Course and the Detail Office has received acceptable documentation as proof of completion.

### **III. SUPERVISOR RESPONSIBILITIES**

- A. In addition to the "officer responsibilities" stipulated above, a supervisor assigned to a detail shall be responsible for the supervision of all officers assigned to the detail. This shall include but not be limited to:
1. Ensuring that officers arrive at the detail location on time.
  2. Verifying that officers are entered into the CAD system.

3. Ensuring that officers are wearing the appropriate uniform and equipment.
  4. Issuing orders to officers and ensuring that they perform duties as required.
  5. Accounting for all officers when securing from a detail assignment.
- B. Supervisors shall remove any officer from duty for cause whenever said removal does not jeopardize the safety of the company, public, or other officers.
- C. Supervisors shall be responsible for addressing any violations or safety infractions, and shall make notification to the Officer-In-Charge of the Patrol Bureau, the Detail Office, the Providence Fire Department, and/or the License Bureau, as appropriate.
1. Notifications for serious violations shall be made immediately to the appropriate parties.

#### **IV. DETAIL VEHICLE ASSIGNMENTS**

- A. Detail vehicles may be used on detail assignments whenever:
1. Designated by the Detail Office. In such cases, only the detail vehicle that has been assigned by the Detail Office for use on that specific detail assignment may be used, unless otherwise instructed by the Officer-In-Charge of the Detail Office.
    - a. If the assigned detail vehicle is not available the officer shall notify the Detail Office immediately, and absent any instruction by the Detail Office to the contrary, the officer shall respond to the detail without a Department vehicle.
  2. A detail vehicle is necessary for the performance of an emergency detail. In such cases, a supervisor, whose name will be placed on the detail slip, may assign at their discretion:
    - a. A detail vehicle that is not in use at the time when the detail is performed.
    - b. A marked Patrol Bureau sedan or SUV that is not in use at the time when the detail is performed.
- B. Officers assigned a detail with a vehicle who are required to first report to the Police Department Headquarters in order to take a Detail Vehicle for use at a detail and then report back to Headquarters after the Detail to return the detail Vehicle shall:
1. Retrieve the keys to the assigned vehicle no more than one hour prior to the commencement of the detail.

- a. At no time shall any officer operate any detail vehicles utilizing keys other than those provided by the Detail Office.
2. Members of the department are required to arrive at the assigned detail at the desired scheduled time requested by the company.  
  
\*NOTE: Any member who is required to first respond to the Police Department Headquarters in order to take a Detail Vehicle for use at the detail and then respond back to the Police Department Headquarters with an assigned vehicle will be compensated for the vehicle preparation thirty minutes prior to the start of the detail and thirty minutes at the conclusion of the detail.
3. Ensure that the vehicle is clean, fully fueled, and that the vehicle's motor oil level is within the manufacturer's accepted operational levels, prior to returning the vehicle at the completion of the detail assignment.
  - a. When practical, the oil check should be conducted by the Bucklin Street garage or F-81; however, if circumstances do not allow for this, officers must check the oil themselves and note on the detail slip what time F-81 was requested and unable to respond.
  - b. Officers shall note the oil check on all detail slips where a vehicle is utilized.
  - c. Officers shall note the fueling of the vehicle with either a receipt from the facility or by making a notation on the detail slip as to where and when the vehicle was fueled.
4. Return the keys to the detail vehicle at the completion of the detail.
5. Notify the Detail Office of any vehicle damage, malfunctioning equipment or grounding of any detail vehicle.
  - a. A grounding slip must be submitted to the Detail Office whenever a detail vehicle is grounded.

**V. DETAIL REQUESTS – TIMES WHEN THE DETAIL OFFICE IS CLOSED**

- A. All detail requests will be routed to the Desk Sergeant for processing when the Detail Office is closed.
- B. An emergency detail is authorized for a gas leak, water main break, utility pole down, electrical line down, fire, or any situation that the Officer-In-Charge of the Patrol Bureau (OIC) deems to be a bona fide emergency.



- C. If the detail request constitutes a bona fide emergency, the Desk Sergeant will complete the Emergency Detail Request Form (“the form”) in its entirety to ensure payment. The OIC shall validate the request and emergency nature thereof by signing the form. Absent any of the requested information or the OIC’s signature on the form, the detail request is not valid and any officer who works the detail will not be paid. Once signed, the form shall be placed in the Detail Office mailbox in Central Station.
- D. Absent a bona fide emergency, any detail requested during those hours when the Detail Office is closed will not be filled, nor will any officer who works such a detail be paid. The Desk Sergeant shall advise the entity requesting the detail that the Department will not fill non-emergency detail requests made during hours when the Detail Office is closed, and to call the Detail Office in the future during normal business hours, which are Monday through Friday, 7:00 AM to 3:00 PM, at extension 6405.

## **VI. DETAIL CANCELLATIONS AND “NO-SHOWS”**

- A. Any officer who responds to a detail assignment that is either canceled upon arrival, or results in a “no-show” by the company that requested the detail or its designee, must remain on scene and immediately contact the Detail Office for further instructions.
  - 1. In cases where the company is at fault, the officer shall be allowed to secure from the scene and submit a detail slip for four (4) hours of compensation at the detail rate of pay.
  - 2. In cases where the Detail Office is at fault, the Detail Officer shall take one of the following courses of actions:
    - a. Relocating the officer to another detail assignment for the balance of time remaining on the four (4) hour minimum time allotment that must be granted to the officer per the Collective Bargaining Agreement.
    - b. Instructing the officer to secure from the scene and to submit a detail slip for four (4) hours of compensation at the detail rate of pay.

## **VII. DETAIL LIST SUSPENSIONS**

- A. Officers are prohibited from accepting any supplemental Department duties in return for compensation of any kind during those times when they are suspended from the detail list.
  - 1. Supplemental Department duties are defined as duties other than those performed during regularly scheduled work hours, the performance of which would normally result in the receipt of some form of compensation, including monetary compensation or compensatory time. Supplemental Department duties include, but are not limited to:
    - a. Directed Patrol



- b. Homeland Security Assignments
  - c. Overtime or Callback
  - d. Private Duty Details
2. Exceptions to these prohibitions may be granted only by members of the Department Command Staff, The Chief of Police, or the Commissioner of Public Safety, based upon the existence of either exigent circumstances or Department need.

**VIII. ADDITIONAL PROVISIONS**

- A. The following procedure has been implemented in accordance with the most recent Collective Bargaining Agreement between the Fraternal Order of Police Providence Lodge #3 and the City of Providence; Article XVI, "Detail Pay"; Section 3, "Assignments and List"; which reads in part:

*"All detailed assignments shall be made by a so-called "Detail Officer" who shall be a superior officer assigned by the Chief. The Detail Officer shall have control over the detail list and responsibility for ensuring the proper operations of details."*

In the interests of ensuring the above, and in consultation with the "Detail Office" Any eligible officer willing to work a detail shall provide his/her name so as to be placed on the detail list. Should an officer choose not be placed on the detail list, he/she shall be limited to working only one detail assignment per calendar week.

- B. Refer to Article XVI of the most recent Collective Bargaining Agreement by and between the City of Providence and Fraternal Order of Police Providence Lodge #3 for further information regarding contractual policies and procedures pertaining to private duty details.

**APPROVED:**



COLONEL OSCAR L. PEREZ  
CHIEF OF POLICE