

PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS

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CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	330.04	12/29/2014	1/1/2015
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
PPD Portal Reporting System		Supersedes: G.O. #9 Series 2005; G.O #6 Series 2004; G.O. #26 Series 2003; G.O. #7 Series 1993. Rescinds: Memorandum # 13 Series 2013	
REFERENCE		RE-EVALUATION DATE	
N/A		12/26/2017	
SUBJECT AREA		DISTRIBUTION	
Law Enforcement Operations		All Sworn Personnel	

PURPOSE

The purpose of this policy is to establish procedures to accurately record the daily work product of Patrol Bureau police officers; to maintain records on the condition of marked Patrol Bureau police vehicles and the equipment in them; and to establish a system of accountability.

POLICY

It is the policy of the Providence Police Department to require that all Patrol Bureau officers to whom marked vehicles are assigned accurately complete and submit a vehicle inspection report by the conclusion of their respective tours of duty. Furthermore, all Patrol Bureau officers who are assigned a car post or foot post are also required to accurately complete and submit an activity report at the conclusion of their respective tours of duty.


DISCUSSION

The Providence Police Department is committed to providing modern reporting systems that are manageable, efficient, and fair to its members. As a result, the Department has issued this directive in order to announce the implementation of the PPD Portal Reporting System and to supersede and rescind some pre-existing directives and procedures.

PROCEDURE

I. PATROL BUREAU VEHICLE INSPECTION REPORTS

A. It is the responsibility of each Patrol Bureau officer, regardless of rank, to accurately complete a vehicle inspection form whenever he or she is assigned a marked Patrol Bureau police vehicle for use during a tour of duty.

1. Officers are required to access the PPD Portal by entering their respective user names and passwords at:

- a. Every marked Patrol Bureau vehicle shall be inspected prior to going into service unless there are exigent circumstances which dictate that the inspection occur at a later time, in which case the inspection shall be conducted as soon as practicable once exigency has passed.
2. Upon logging-in to the PPD Portal, officers shall access the "Forms" tab and select "Submit Vehicle Inspection" from the drop-down menu.
 - a. Officers shall then confirm that all pre-filled data fields on the inspection form are correct, and if they are not, shall alter the data, if it is editable, so as to render it accurate.
 - b. Officers shall select the correct shift that they are working.
 - c. In the "Vehicle Information" section of the form, officers shall initially complete the following data fields:
 - i. Registration.
 - ii. Mileage In.
 - iii. Fuel.
 - iv. Damage. If any option other than "No Damage" is selected, the officer shall provide an explanation in the "Damage/Comments" section before proceeding.


If damage to a vehicle occurs during a tour of duty, the officer to whom the vehicle is assigned shall immediately provide a report of the damage to his/her immediate supervisor verbally and in writing, documenting the facts and circumstances surrounding the damage.

- v. Grounded In. This data field is used to report when a vehicle is grounded before being out into service at the beginning of a tour of duty. If "Yes" is selected, the officer shall provide an explanation in the "Explanation" section before proceeding.
 - d. Officers shall then complete the "Equipment Information" section of the form, selecting either "Yes" or "No" for each item of equipment or condition listed.
 - e. Officers shall review their selections to ensure that they are accurate prior to reading the "Digital Signature Agreement" and selecting "I Agree".
 - f. Officers shall then click "Submit Vehicle Inspection".
 - g. At the conclusion of their respective tours of duty, officers shall once again access the "Vehicle Information" section of the form and complete the following data fields:
 - i. Fluids checked (if applicable).
 - ii. Oil changed (if applicable).
 - iii. Grounded Out (if applicable). This data field is used to report when a vehicle is grounded after being put into service. If "Yes" is selected, the officer shall provide an explanation in the "Explanation" section before proceeding.
 - h. Officers shall review their selections to ensure that they are accurate prior to reading the "Digital Signature Agreement" and selecting "I Agree".
 - i. Officers shall then click "Submit Vehicle Inspection".
- B. If, at any point during a tour of duty, the vehicle and/or any equipment is found to be damaged, missing, or in need of replenishment, officers shall notify their immediate supervisors without delay.
- C. Although the primary responsibility of vehicle inspection rests with the police officer to whom a vehicle is assigned for a particular tour of duty, the officer's immediate supervisor shall have the following responsibilities prior to the completion of his/her tour of duty:
- 1. Ensuring that all officers under their direct supervision accurately complete the electronic vehicle inspection form.

- a. Supervisors shall access the PPD Portal "Manage" tab and select "View Patrol Inspections" from the drop-down menu.
 - b. Supervisors shall locate and access those log entries that pertain to the officers under their immediate command during that particular tour of duty.
 - i. Supervisors shall review the information within the log entries to ensure their accuracy and completeness.
 - ii. Supervisors shall take the appropriate actions based upon the information provided.
 - c. Supervisors shall read the "Digital Signature Agreement" prior to selecting "I Agree".
 - d. Whenever a supervisor approves of a vehicle inspection report, he/she shall select "Approved" prior to clicking on "Update".
 - e. Whenever a supervisor does not approve of a vehicle inspection report, he/she shall take the necessary steps within the parameters of his/her commensurate and/or delegated authority to address any problems associated with the report.
2. Randomly checking the assigned vehicles of the officers under their direct supervision on each tour of duty to ensure that the conditions of the vehicle and equipment are consistent with the officer's vehicle inspection report.
 3. When damage to a vehicle or equipment is reported to a supervisor, he/she shall begin an investigation to determine whether or not the damage was previously reported by accessing previous electronic vehicle inspection reports for the vehicle in question.
 - a. If the damage was not previously reported, the supervisor shall conduct an investigation to determine, at a minimum, who is responsible, when the damage might have occurred, and why it may not have been previously reported.
 - b. The supervisor shall forward a written investigatory report, along with the officer's report, to the District Lieutenant to whom the vehicle is assigned, with a copy to the Commanding Officer of the Uniformed Division, whenever either previously unreported damage to a vehicle is detected or whenever new damage is sustained.

- c. The supervisor shall edit the "Damage" section of the vehicle inspection report for the present tour of duty which pertains to the vehicle under investigation.
 - d. Police vehicle accidents and investigations shall also be handled in accordance with General Order 330.01, "Vehicular Operations".
 - 4. Furnishing a written report to the District Lieutenant whenever previously unreported instances of standard patrol vehicle equipment either missing or in need of repair/replenishment occur (Refer to General Order 330.01, "Vehicular Operations", Section {1}{A},{B}).
 - D. District Lieutenants shall periodically review the vehicle inspection reports to monitor the condition of police vehicles assigned to their district.
 - 1. When a supervisor reports damage, the District Lieutenant shall ensure that an investigation is completed and that the appropriate follow-up actions are taken.
 - a. The District Lieutenant shall keep the Commanding Officer of the Uniformed Division informed of the progress of the investigation and request assistance if needed.
 - b. Upon completion of the investigation a written report shall be submitted by the District Lieutenant to the Commanding Officer of Uniformed Division.
 - 2. District Lieutenants shall be responsible for ensuring that the patrol vehicles assigned to their respective districts are fully functional and properly equipped.
 - 3. Requisitions for equipment replenishment, replacement, or the repair of defective equipment listed in subsection "B" above shall be submitted in writing by the District Lieutenant to the Property, Evidence, and Supply Bureau.

II. PATROL BUREAU ACTIVITY REPORTS

- A. It is the responsibility of each Patrol Bureau officer, regardless of rank, to accurately complete an activity report at the conclusion of his/her tour of duty whenever he/she is assigned a car post or foot post.
 - 1. Officers are required to access the PPD Portal by entering their respective user names and passwords at:


2. Upon logging-in to the PPD Portal, officers shall access the "Forms" tab and select "Submit Activity Log" from the drop-down menu.
 - a. Officers shall then confirm that all pre-filled data fields on the inspection form are correct, and if they are not, shall alter the data, if it is editable, so as to render it accurate.
 - b. Officers shall select the correct shift that they are working.
 - c. In the "Activity Information" section, officers shall enter the digit(s) which correspond(s) to the total number of activities that they have completed for each of the following categories:
 - i. Misdemeanor arrests.
 - ii. Felony arrests.
 - iii. Summonses.
 - iv. Parking Violations.
 - v. Motor Vehicle Stops.
 - vi. Traffic Stop Data Surveys.
 - d. In the "Activity Information" section, officers shall enter The CCR numbers of any calls for service that resulted in the generation of an Aegis™ or RICRS™ field report.
 - e. In the "Calls For Service section, officers shall enter the digit(s) which correspond(s) to the total number of activities that they have completed for each of the following categories:
 - i. Primary (i.e. as the primary officer on a call for service).
 - ii. Secondary (i.e. as a secondary officer on a call for service).
 - f. In the "Calls For Service section, officers shall enter a brief informational description for each community contact that the officer made during the tour of duty.
 - g. Officers shall review their selections to ensure that they are accurate prior to reading the "Digital Signature Agreement" and selecting "I Agree".

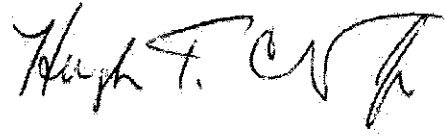
- h. Officers shall then click "Submit Activity Log".
- B. Supervisors shall have the following responsibilities prior to the completion of their respective tours of duty:
1. Ensuring that all officers under their direct supervision accurately complete the electronic activity log.
 - a. Supervisors shall access the PPD Portal "Manage" tab and select "View Patrol Activity Logs" from the drop-down menu.
 - b. Supervisors shall locate and access those log entries that pertain to the officers under their immediate command during that particular tour of duty.
 - i. Supervisors shall review the information within the log entries to ensure their accuracy and completeness.
 - ii. Supervisors shall take the appropriate actions based upon the information provided.
 - c. Supervisors shall read the "Digital Signature Agreement" prior to selecting "I Agree".
 - d. Whenever a supervisor approves of an activity log, he/she shall select "Approved" prior to clicking on "Update".
 - e. Whenever a supervisor does not approve of an activity log, he/she shall take the necessary steps within the parameters of his/her commensurate and/or delegated authority to address any problems associated with the log.
- C. District Lieutenants shall periodically review the activity logs to monitor the productivity of the officers assigned to their district.
1. District Lieutenants shall periodically meet with all officers assigned to their district, regardless of rank.
 - a. They will make recommendations to their officers regarding their patrol/supervisor activities.
 - b. They shall discuss expected goals with each officer and supervisor.
 - c. They shall utilize the information garnered from the activity logs and discussions in a fair and impartial manner when personnel evaluations are conducted.

APPROVED:



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