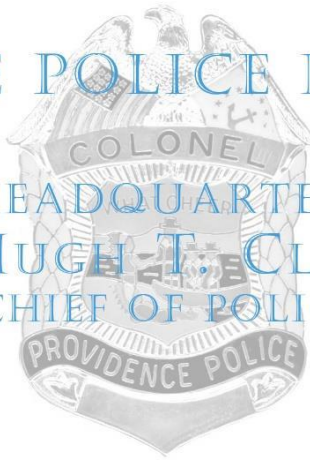


# PROVIDENCE POLICE DEPARTMENT

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



<b>TYPE OF ORDER</b>	<b>NUMBER/SERIES</b>	<b>ISSUE DATE</b>	<b>EFFECTIVE DATE</b>
General Order	380.03	3/9/2020	3/9/2020
<b>SUBJECT TITLE</b>		<b>PREVIOUSLY ISSUED DATES</b>	
Corporate Emergency Access System (CEAS)		10/20/2011	
<b>REFERENCE</b>		<b>RE-EVALUATION DATE</b>	
CALEA 46.1.4(a),(c),€		10/1/2020	
<b>SUBJECT AREA</b>		<b>DISTRIBUTION</b>	
Law Enforcement Operations		All Sworn Personnel	

## **PURPOSE**

The purpose of this General Order is to provide Providence Police Department members with an understanding of the Corporate Emergency Access System (CEAS). It is to be used to instruct members in the proper use and application of the Corporate Emergency Access credentials and to review the enforcement provisions to be applied during the activation of the system.

## **POLICY**

It is the policy of the Providence Police Department to ensure the safety of the lives and property of the citizens of the City of Providence. In furtherance of this policy, it is necessary to limit access to designated restricted areas during large-scale emergencies and planned events.

The CEAS program may be implemented for any emergency (examples: weather related emergencies, terrorism, large fires, civil protest, etc). Depending on the particular emergency, CEAS can be activated for a particular section of the city or the city in its entirety.

The Public Safety Police Commissioner has authorized the use of the Corporate Emergency Access System (CEAS), which expedites recovery and minimizes economic impact to private organizations and the business community during occasions of restricted access. CEAS allows employees deemed critical by the private organization or business to gain access to restricted areas by using a secure identification card when those areas can be safely entered.

## **DISCUSSION**

The Corporate Emergency Access System (CEAS) is a program that enables employees of private businesses and organizations to gain access to restricted areas following a disaster or serious emergency by using a secure identification card

recognized by the Providence Police Department. Businesses and organizations must pre-enroll in the CEAS program in order to have received CEAS identification cards. CEAS cards are not issued at the time of the event.

The Providence Police Department can implement CEAS operations following an emergency once immediate threats to life are stabilized, as authorized by the Public Safety Commissioner, or the on-scene commanding officer or OIC.

Implementation of the CEAS procedures does not prevent a sworn officer of the Providence Police Department from denying access to an authorized individual or other persons requesting entry into a restricted area if the officer believes that permitting such entry would pose a risk to essential workers, compromise the scene, or have a serious, negative impact on departmental operations.

The CEAS program is only applicable to businesses and organizations. First responders such as law enforcement agencies, fire departments, and other emergency services personnel are not affected by CEAS procedures.

## **PROCEDURE**

### **I. ENTRY POINT**

Designated location(s) will be established, taking into consideration the nature and scope of the emergency, at which CEAS identification cardholders and permitted employees will gain access into a restricted area after providing proper CEAS identification to a police officer manning the designated entry point(s).

### **II. LEVELS OF ACCESS**

Each Corporate Emergency Access credential will designate an access level. At the time of the travel ban, the Commissioner of Public Safety, or his designee, will also announce what level of pass will be authorized for travel into the affected area:

#### **A. Entry level X – All access prohibited**

1. Conditions pose an imminent danger to life. NO ONE IS PERMITTED WITHIN THE DESIGNATED AREA; or
2. An event has occurred and CEAS has not been activated at this time.

#### **B. Entry level D – Direct involvement only**

1. All employees of companies that, in conjunction with government authorities, are directly involved in alleviating the effects of the emergency will be allowed access during Entry D. Companies included in this category will be specifically defined at the time of the occurrence. Their employees will not be required to possess CEAS credentials, but will gain entry to perform emergency work based on existing company identification.

C. Entry level C – Critical Industries

1. Along with Entry D access, essential employees of critical industries will be granted access.

D. Entry level B – Basic Functions

1. All companies

In addition to Entry D and Entry C access, essential employees of all companies with CEAS credentials will be permitted entry, to enable a basic functioning of business operations until the emergency condition ends.

E. Entry level A – All Permitted

1. Vehicle limitations

Conditions require the limitation of vehicular traffic to only Essential Employees (Entry D, C, and B authorized). A CEAS credential within a designated emergency zone will be required only for an employee who is driving. Non-credentialed employees will be permitted entry if it is made by public transportation, car-pooling with an essential employee (one possessing a CEAS credential), or by non-vehicular means.

### III. EXEMPTIONS FROM THE BAN

Persons engaged in or traveling from the following activities may be exempt from the travel restrictions:

- Governmental security & maintenance.
- Health and hospital services.
- Medical, pharmaceutical and hospital suppliers.
- Wholesale and retail food distribution.
- Public utility services.
- General distribution print and broadcast media activity.
- Police and Fire Protection.
- Publicly Owned or publicly contracted tow trucks, wreckers, snow plows and snow removal equipment.
- Mass public transport.
- Fuel supply activity.
- U.S. Postal delivery.
- Red Cross.
- Salvation Army.
- Other exemptions will be handled on an individual basis. Officers will be notified of these added exemptions by email and/or radio.

Persons claiming to be exempt per the above should produce employee credentials validating their exemption.

**IV. OFFICER DISCRETION**

Officers are to use their discretion when enforcing the Corporate Emergency Access Plan. If the specific conditions warrant a higher level of restriction than announced, the officer enforcing the travel restrictions may enforce the restrictions at a higher level.

**V. AUTHORIZED CREDENTIALS**

- A. Passes will have picture and description of legitimate pass holder and the name and address of the place of employment as indicated in example below. Exception: the CEAS Flex card (limited distribution) does not have a picture but is tied to a specific company and location. Flex card holders must possess a second form of ID, preferable one that ties the individual to the organization listed on the face of the card.
- B. Each credential will designate a specific access level (D, C, B, A).
- C. Credentials authorize pass holder to travel to and from address listed on pass only. Credentials cannot be loaned or given to another employee

Note: The access credential cannot be used for personal travel. Family members cannot use the credential unless they are accompanying the pass holder -directly and immediately- to or from his/her workplace during a Level A activation. The authorized pass holder must be present in vehicle.

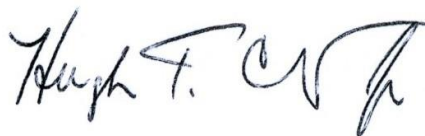
SEE SAMPLE IDENTIFICATION CARDS ON NEXT PAGE.

**APPROVED:**



STEVEN M. PARÉ  
COMMISSIONER  
DEPARTMENT OF PUBLIC SAFETY

**APPROVED:**



HUGH T. CLEMENTS, JR.  
COLONEL  
CHIEF OF POLICE

**City of Providence, RI - Card Description**



**Front**

**Program Region** – Indicates the jurisdiction of issue

**Access Level** –ensure card corresponds to announced level of activation (Access Level B or C)

**Photo** – ensures identity of the cardholder

**Industry Affiliation** – Indicates business sector affiliation

**Organization Name** - Shows name of employer

**Expiration Date** – ensures validity of card

**Cardholders Name** - can be held against a second form of ID if necessary

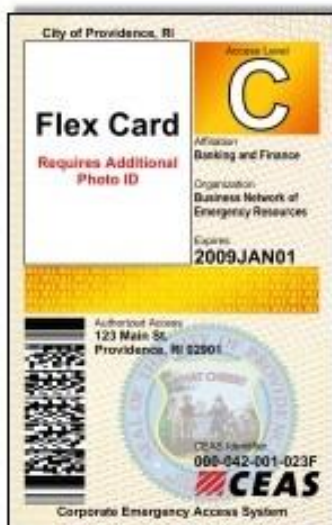
**Security Features-**

- Holographic laminate (not shown) embedded with the "CEAS" logo across the card
- Micro text lettering and design pattern in the cardholders name panel with the "CEAS" logo

**Access Address** – ensure location is within the restricted area being accessed.

**City Seal** – Should be consistent with the program region name at the top of the card

**CEAS logo, Identifier and Bar Code** – This identification number/bar code if checked electronically will authenticate the validity of the card



**Flex Card**

Have no photograph but are assigned to a specific company. The Flex Card **MUST** be accompanied by another form of government issued photo identification and/or proof of employment by the Organization listed on the face of the Card.

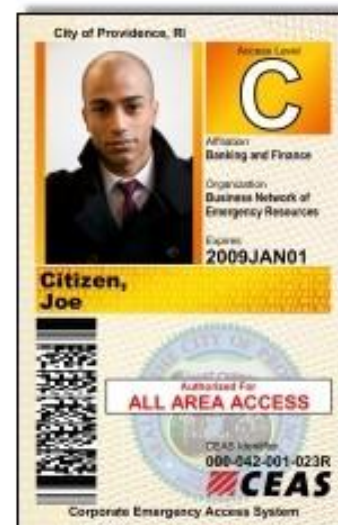


**Multi-Facility Card**

Indicates the Cardholder is authorized to access more than one facility. The card will display the primary company address. Additional facility addresses can be verified through BNET if necessary.

**Card Back**

The back of all CEAS cards contain a disclaimer, the BNET logo, magnetic stripe, bar code and return address. The serial number at the bottom of the card should be the same as the CEAS Identifier on the front



**All Area Access Card**

Indicates that the cardholder's entry is NOT address restrictive.

