

# PROVIDENCE POLICE DEPARTMENT

## HEADQUARTERS

209 FOUNTAIN STREET      PROVIDENCE, RI 02903

## COLONEL URBANO PRIGNANO, JR.

### CHIEF OF POLICE

February 2, 1998

GENERAL ORDER #7  
Series of 1998

To: All Commanding Officers:

#### I. OVERVIEW

The Providence Police Department is initiating a new system of collection and storage of "arrestee/detainee personal property". Property taken from an arrestee which has, or may have, evidential value shall be seized and recorded as such. This system will be implemented in both male and female detention facilities and will consist of numbered plastic storage bags that will be itemized with their contents, and any property received from a person in custody. Once the plastic storage bags have been filled with personal property from the prisoner, it will then be heat sealed and placed into a secured locker until the prisoner is released from custody.

#### II. PROCEDURES

The purpose of this new system is to provide a more efficient means of securing prisoner property. Prisoners shall continue to be processed, and tracked IAW General Order #37, Series of 1995; however, **officers are reminded that a supervisor is to view, and be present when an arrestee/detainee arrives at Headquarters. This is to occur even if said individual is escorted by an outside agency.** The below described procedures shall be adhered to when personal property is taken from an arrestee/detainee:

(A) Arrival at Police Headquarters with Arrestee/Detainee:

- (1) Will complete the "Lock-Up" Sheet with ALL pertinent information to include but not limited to:
  - a. Listing of ALL personal property retrieved
  - b. Serial Number of plastic property package

- c. Cell number
    - d. Prisoner Signature
    - e. Detention Officer, and Desk Sergeant Signatures
  - (2) The following information will be filed on the plastic property package:
    - a. Inventoried listing of property
    - b. Prisoner Signature on package
    - c. Detention Officer, and Desk Sergeant Signatures
    - d. Property package will be heat sealed by Detention Officer
  - (3) Plastic property package is secured in the LOCKED file cabinet:
    - a. Detention officer is responsible for property packages
    - b. Packages to be checked for tampering or inconsistency at beginning and end of each shift
    - c. Detention officer shall not leave their post until property relieved and all property packages are present and/or accounted for
- (B). Seizure of Property already in plastic property package
- (1) Detention Officer shall follow this procedure:
    - a. Will notify Desk Sergeant, who will respond;
    - b. Detention Officer undoes package in presence of Officer seizing property and Desk Sergeant;
    - c. Property is removed and remaining personal property in placed in a second plastic property package
    - d. This new, or second package is initialed by the seizing officer, and Desk Sergeant with original package number noted;
    - e. The attached Supplemental Inventory list is completed by detention officer and signed by all parties involved;

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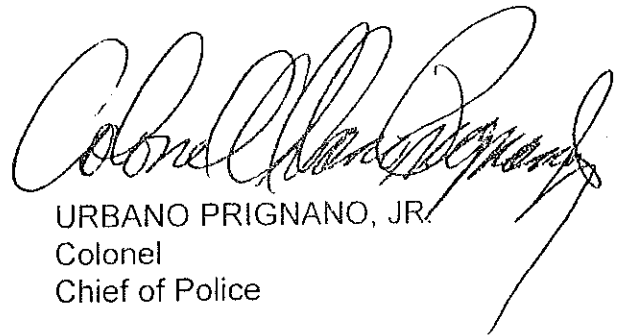
- f. Original package placed in second package with both serial numbers noted on "lock-up" sheet;
- g. Finally, copies of supplemental inventory list provided to Desk Sergeant and seizing officer.

An arrestee's personal property which cannot be contained in the plastic property package shall be secured in the clothing locker with a notation on lock-up sheet and plastic property package.

All prisoner movement within the Headquarters facility shall be conducted IAW General Order #37, Series of 1995 and appropriate entries listed on that individual's "lock-up" sheet. When prisoners are being released, or leaving for court the Detention Officer will undo the plastic property package with the aid of the Department issued "Pinking Shears" and will cut the package along the hermetic seal created earlier during arrival at Headquarters. As indicated, this General Order is consistent with the provisions as set forth in General Order #37, Series of 1995 and is written with the best interest of police officers, and detention officers in mind.



JOHN J. PARTINGTON  
Commissioner  
Department of Public Safety



URBANO PRIGNANO, JR.  
Colonel  
Chief of Police

**PROVIDENCE POLICE DEPT., PROVIDENCE**

Use Ball Point Pen or  
Permanent Marker Only

SEARCHED BY \_\_\_\_\_

—Personal Property—

VEHICLE INVOLVED? \_\_\_\_\_ IMPOUNDED? \_\_\_\_\_

CURRENCY \$ _____	RINGS _____
CHANGE \$ _____	KEYS _____
CHECKS \$ _____	CARDS _____
TOTAL \$ _____	KNIFE _____
WALLET _____	LIGHTER _____
WATCH _____	PEN-PENCIL _____

OTHER ITEMS NOT CLASSIFIED \_\_\_\_\_

\_\_\_\_\_

I certify that the above is a correct list of items removed from my possession at the time that I was placed in jail.

I hereby authorize the censoring of all my mail by jail authorities. \_\_\_\_\_

PRISONER'S NAME: (print) \_\_\_\_\_

PRISONER'S SIGNATURE: \_\_\_\_\_

Received all of the above listed property this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

SIGNED \_\_\_\_\_

**Interpretation of Symbols**

- |  |   |
|--|---|
| 1 Space for Detention Officer signature or Stamp. Detention Officer notes "Date In". | BE FILLED IN. <del>Ø</del> = Nothing        |
| 2 Space for Trap Bag Number.   | 6 Initials of Detention Officer             |
| 3 Space for Cell Number.   | 7 Cross out line about mail.                |
| 4 Signature of Desk Sergeant. (cross off "Vehicle Involved & Impounded")             | 8 Detention Officer prints prisoner's name. |
| 5 This space filled in COMPLETELY by the Detention Officer. ALL SPACES MUST          | 9 Prisoner signs here                       |
|  | 10 Detention Officer fills in date.         |
|  | 11 Prisoner signs here when leaving.        |

**PROVIDENCE POLICE DEPARTMENT**  
*Supplemental Inventory List*

Prisoner Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Charge: \_\_\_\_\_

Property Description: \_\_\_\_\_

Reason for Removal: \_\_\_\_\_

\_\_\_\_\_

Date Removed: \_\_\_\_\_ Time: \_\_\_\_\_

Officer Seizing Property: \_\_\_\_\_ Division: \_\_\_\_\_

Signature of Officer Removing Property: \_\_\_\_\_ FID #: \_\_\_\_\_

Detention Officer: \_\_\_\_\_

Desk Sergeant: \_\_\_\_\_

<i>Trap Bag Information:</i>	
Old Bag #:	New Bag #:
_____	_____

**PROVIDENCE POLICE DEPARTMENT**  
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Property Description: \_\_\_\_\_

Reason for Removal: \_\_\_\_\_

\_\_\_\_\_

Date Removed: \_\_\_\_\_ Time: \_\_\_\_\_

Officer Seizing Property: \_\_\_\_\_ Division: \_\_\_\_\_

Signature of Officer Removing Property: \_\_\_\_\_ FID #: \_\_\_\_\_

Detention Officer: \_\_\_\_\_

Desk Sergeant: \_\_\_\_\_

<i>Trap Bag Information:</i>	
Old Bag #:	New Bag #:
_____	_____