


 PROVIDENCE POLICE DEPARTMENT
 HEADQUARTERS
 Colonel Dean M. Esserman
 CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
Memorandum	#08 Series 2009	05-27-2009	05-31-2009
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
New Case File Folders			
REFERENCE		RE-EVALUATION DATE	
SUBJECT AREA		DISTRIBUTION	
New procedure for misdemeanor and municipal arrests		All Personnel	

In order to more efficiently manage the documents for misdemeanor and municipal arrests, the Department is replacing the traditional manila "Waybill Envelope" with a preprinted file folder.

Officers will be required to complete the information sections on the cover of each file folder. This will include: case number, defendant's name, sex, date of birth, address, offenses (charges), and date of incident. Prior to forwarding the completed file folder to the Prosecution Bureau, Officers must attach all case related documents to the file folder using a two prong fastener system.

It is vitally important to the arraignment process that each respective folder is prepared in accordance with the above guidelines. If not, the originating officer's supervisor will be notified.

APPROVED:

DEAN M. ESSERMAN
 COLONEL
 CHIEF OF POLICE