

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

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	360.02	10/30/2025	10/30/2025
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
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CALEA 17.4.2; 42.2.7; 43.1.1; 43.1.5		10/1/2027	
SUBJECT AREA		DISTRIBUTION	
Law Enforcement Operations		All Sworn Personnel	

**PURPOSE**

The purpose of this policy is to provide guidelines for the investigation and prosecution of those individuals and members of organized groups involved in narcotic, firearms, organized crime, and vice activities.

**POLICY**

The policy of the Providence Police Department and its members is to enforce the laws in regard to narcotics, firearms, organized crime, and vice activities. It is the responsibility of every officer of the Providence Police Department to assist in the suppression and eradication of narcotic, firearms, organized crime and vice activities.

**DISCUSSION**

The Providence Police Department's Narcotics Bureau and Organized Crime & Intelligence Bureau (the "Bureaus") are empowered to conduct aggressive investigations in drug trafficking, organized crime, the illegal sale and possession of firearms, licensing violations, and other vice-related activities, in order to ensure the safety and improve the quality of life of the Providence community, and will carry-out its mission while maintaining the highest standards of integrity and professional conduct. The Bureaus promote partnerships with local, state and federal law enforcement agencies to successfully investigate and prosecute individuals and members of organized groups as a means of deterring and preventing criminal activities. The Bureaus place special emphasis on partnering with district commanders and community groups in order to achieve these goals, and will accomplish their objectives through:

- Investigation and enforcement of narcotic, firearm, organized crime, and vice laws and ordinances.
- Prosecution of individuals and/or members of organized groups committing narcotic, firearm, organized crime, and vice criminal offenses.
- Providing information to other operational units of the police department and other local, state, and federal law enforcement agencies.

## **PROCEDURE**

### **I. INVESTIGATIVE CAUSE**

- A. The Bureaus will be responsible for investigating and gathering intelligence information on illegal activities, as follows:
  1. Illegal sale, possession and distribution of illegal and controlled substances.
  2. Illegal sale and possession of firearms.
  3. Illegal gambling operations.
  4. Any organized criminal operation to include, but not limited to: narcotics, firearms, gambling, prostitution, theft, fencing, liquor, extortion, or other offense for profit, or engage in supplying illegal goods and services, or other unlawful conduct including intimidation or corruption.
- B. The principle criteria for investigating complaints of narcotics, firearms, vice and/or organized criminal activity is that a legitimate and reasonable cause exists for one to believe that either an individual or members of organized groups are or may become involved in illegal activity or represent a threat to the community.
- C. Information received and collected during any investigation may be used only for legitimate law enforcement purposes.

### **II. AUTHORITY AND RESPONSIBILITY**

- A. The command responsibility regarding administration and supervision of the Bureaus will be vested with the designated Commanding Officer.
- B. Personnel assigned to the Bureaus are under the direct supervision and command of each Bureau's Commanding Officer.
- C. Each Bureau's Commanding Officer is responsible for all operational and administrative activities associated with his/her Bureau.
- D. The Commanding Officers, under the direction of the Chief of Police, will establish goals and objectives relating to the performance of the narcotic,

firearms, vice and organized crime control functions.

- E. Goals and objectives will be periodically reviewed and revised by each Commanding Officer.
- F. Goals and objectives will be distributed to each of the Bureau's personnel by their respective sergeants.
- G. All drug, vice, firearm, and organized crime operations will be approved by a squad sergeant or a Commanding Officer prior to implementation.
- H. In all operations, a squad sergeant or officer will be designated to coordinate, control, and provide periodic briefings and debriefings regarding the operation. That individual will also be responsible for the documentation of the operation and proper maintenance of the case folder.

### **III. PERSONNEL**

- A. Assignment to the Bureaus is not a promotion.
- B. The Bureaus' detectives will be appointed by the Bureaus' Commanding Officers in accordance with General Order 210.03, entitled "Specialized Assignments". Reassignments will be made similarly.
- C. Assignments of personnel to the Bureaus will be based on a candidate's integrity, aptitude, training, skill, experience, ability to work independently and in a group environment, and by recommendation of an officer's immediate supervisor.

### **IV. NARCOTIC, FIREARMS, VICE, AND ORGANIZED CRIME COMPLAINTS**

- A. Complaints concerning narcotics, firearms, vice, and organized criminal activity will be forwarded in writing through the chain of command to the appropriate Bureau Commanding Officer.
- B. The Bureau's supervisor will review each complaint and ascertain if the complaint has any validity or is relative to any on-going investigations.
- C. The procedure for handling complaints is as follows:
  - 1. The Bureau will maintain a file of complaints, assignments, and their dispositions. Information received from another agency will be indicated on record.
  - 2. The Bureau's detectives will submit an investigative report within fifteen (15) days pertaining to their assigned investigation. Investigative checklists will be used to assist with the investigation.
  - 3. At the end of the fifteen (15) day period, the case will be reviewed and a decision will be made by the Bureaus supervisor as to

whether or not further investigation is needed or warranted.

D. All files and records containing information regarding substantiated complaints made by citizens and/or on-going investigations pertaining to narcotic, firearms, vice and organized crime will be maintained within the Bureaus and reviewed as needed.

1. The Bureaus Commanding Officer will authorize the purging of obsolete and unreliable information on a case-by-case basis.

E. Organized crime, narcotic, firearm and vice files will be marked confidential when information pertaining to the case:

1. Is received from an informant whose identity or safety may be compromised by its release.

2. Contains references to other covert operations.

3. Is received from another agency that prohibits its dissemination.

4. Is unsubstantiated and might cause a person or persons named embarrassment.

F. To ensure the information contained in the narcotic, firearms, vice and organized criminal investigation files are secured, the following safeguards will be instituted:

1. Access to the Bureaus shall be limited by restricted key and fob permissions.

2. Files will be secured and maintained separately from the central records system in cabinets with locking devices and will remain locked when not in use.

3. All investigative/intelligence information will be properly secured and not left in a position which allows unauthorized persons access.

## **V. DISSEMINATION OF INFORMATION TO OUTSIDE AGENCIES**

A. Organized crime, narcotic, firearms, or vice information may be made available to other law enforcement agencies in an effort to establish good working relationships and enhance investigations and resources. However, where an active investigation is underway, the following procedure will be adhered to:

1. The requesting agency establishes a need to know.

2. Files will be reproduced for other agencies only after approval by the Commanding Officer. All files disseminated to other agencies will be documented and logged by a supervisor.

- B. Information that is not of a sensitive nature will be distributed freely to other members of the department after consideration of the following factors:
  - 1. The establishment of a need to know.
  - 2. The nature of the inquiring officer's investigation.
  - 3. Approval of the Commanding Officer.

## **VI. CONFIDENTIAL INFORMANTS**

- A. The use of confidential informants is essential to the successful investigation and prosecution of drug traffickers in the war on drugs. Confidential informants not only aid in solving crimes, they also provide an important database of intelligence information on criminal groups and their activities within the City of Providence. Persons with knowledge of criminal activity may often have motives for disclosing such activity. This policy will help to ensure that the Bureaus personnel proceed in an orderly and prudent manner when employing confidential informants.
- B. Any individual who provides useful and credible information to a law enforcement officer regarding criminal activities, and from whom the law enforcement agency expects or intends to obtain additional useful and credible activities in the future. The informant's veracity, reliability, and basis of knowledge must be shown by facts contained in an affidavit (a signed statement under penalty of perjury that the facts contained in a document are true).
- C. It shall be stressed to the prospective confidential informant that if testimony will be needed from him/ her in the current investigation, certain history must be made known. If testimony is needed from this confidential source then their status changes to a cooperating witness. This makes their identity known to the defendants and others.
- D. The perspective informant's history should be considered prior to his/her employment, with special emphasis placed on the knowledge of any pending prosecutions, testimony in previous cases, and involvement with other law enforcement personnel or agencies.
- E. It is imperative that officers make appropriate use of sources of information and to establish the reliability of their information sources with a critical regard for accuracy and complete disclosure the confidentiality of these informants will be protected under all circumstances. The name of the informant will not be used in any communications.
- F. the Bureaus will maintain a master file on each informant. The file will consist of the following:
  - 1. Informant's true name, nickname, and date of birth.
  - 2. Informant's address and birthplace.

3. Informant's social security number.
4. Informant's assigned number.
5. Informant's photograph (current) and fingerprint card.
6. Informant's criminal history.
7. Information on how the informant can be reached and located.
8. Criteria for paying informants, if applicable.
9. Payment vouchers, when applicable, signed by the informant, detective, and authorizing sergeant.
10. Code name, if applicable.
11. Cooperative agreement, signed by the informant, detective, and detective sergeant.
12. Motivation of informant, i.e., financial, court consideration, revenge, etc.
13. Review of the informant's file for employment will be conducted by the squad sergeant of the detective enlisting the informant.
14. Squad sergeants shall review their detective's confidential informant files every six months and determine if the informant is actively employed or inactive. The file will be marked and dated "active or inactive".

NOTE: If the request for a photograph and or fingerprints could terminate or materially damage the informant/ detective relationship, the detective may use his/her discretion and omit this request with the authorization of the Bureaus Commanding Officer. If a detective determines that the photographing of an informant will cause a problem, then an attempt shall be made to secure a copy of the informant's license photograph from the respective state from which the informant has a license.

- G. The informant file will be maintained in a secure area and will only be accessible to supervisors and the Commanding Officer of the Bureaus.

## **VII. RULES PERTAINING TO INFORMANTS**

- A. The informant will immediately report all relevant information to the detective.
- B. The informant will not embellish or fabricate any statements.
- C. The informant will neither withhold, nor partially divulge, any information.
- D. The informant will perform only those actions previously authorized by

the detective at the time and manner approved.

- E. No self-initiated investigative activity will be conducted by the informant.
- F. The informant will immediately report any contact that he/she has with any other law officer.
- G. The informant will not reveal his/her status as an informant to anyone. If an informant's identity becomes known to others, the informant will immediately inform the detective who will advise his sergeant.
- H. The informant will neither reveal the identity of any law enforcement officer, nor the existence, nature, or content of an investigation, nor the methods or investigative techniques of law enforcement, unless he/she is ordered to do so by a judge in a court proceeding.
- I. All information received from an informant shall be corroborated by the Bureaus.

#### **VIII. GENERAL GUIDELINES WHILE DEALING WITH INFORMANTS**

- A. All Confidential Informant's (C.I.) are required to abide by the provisions of the Department informant cooperative agreement. The officer utilizing the C.I. will discuss each of the provisions of the cooperative agreement with the C.I., with particular emphasis on the following:
  - 1. Informants are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches and seizures and may not carry any weapons prohibited by law.
  - 2. Informants will be arrested if found engaging in any illegal activity.
  - 3. Informants are not to take, and the department will not condone, any actions that may be considered entrapment. Entrapment occurs where the informant encourages, persuades, or otherwise motivates a person to engage in criminal activity that the person is not already predisposed to engage in.
- B. Under no circumstances will a search warrant be executed based solely on Informant supplied information. The officer requesting the search warrant must conduct a sufficient investigation that confirms the location of the illegal activities.
- C. Informants cooperating in exchange for leniency or cooperating as a witness must sign a CONFIDENTIAL COOPERATIVE AGREEMENT with the Department of the Attorney General.
- D. No member of the Department will knowingly maintain a social relationship with a C.I. while off-duty, or otherwise become personally involved with a C.I. Members of this Department will not solicit, accept gratuities from, or engage in any private business transactions with a C.I.

- E. An officer will always be accompanied by another officer when meeting with a C.I.
- F. A backup team shall be involved whenever a detective is working with a C.I.
- G. The following information shall be considered when dealing with informants:
  - 1. Delivery: The actual or constructive transfer from one person to another of a controlled substance. A properly conducted controlled buy will permit an inference that the defendant had prior possession of the controlled substance and transferred it to the CI.
  - 2. Controlled Buy: Consists of searching the person who is to act as the buyer, removing all personal effects, giving him money with which to make the purchase (of a controlled substance), and then sending him into the residence in question. Upon his return (CI.) he is searched again for contraband. Except for what actually transpires within the residence, the entire transaction is directly observed by the police, watching all entrances to the residence, thereby confirming that the buyer (CI.) goes directly to the residence and returns directly.
  - 3. Pre-buy Search: Establishes that the person making the buy (C.I.) for the police does not have contraband prior to the transaction with the target. A thorough pat-down search of the informant is mandatory in controlled buys, otherwise the State's evidence falls short of proving that the defendant possessed the contraband before the buy and transferred it to the CI.
  - 4. Surveillance: During the transaction with the target, surveillance establishes the target as the source of the contraband and excludes other sources of contraband. Therefore, any contraband recovered during the search after the transaction is attributable to the target.

#### **IX. PAYING INFORMANTS**

- A. When monies are paid to a confidential informant as a result of his/her case participation, a minimum of two (2) Detectives must be present.
- B. The check will be issued in the officer's name. The officer will then cash the check and pay the informant.
- C. A payment voucher will be signed by the informant at the time the informant is paid. This payment voucher will also be signed and witnessed by two officers.
- D. The payment voucher will be turned in to a supervisor and kept in a secure location.

## **X. CONSEQUENCES OF INFORMANT MISCONDUCT**

- A. Once the rules for informant conduct have been made clear and any additional rules particularly appropriate to the case at hand have been established, the detective should explain to the informant the circumstances of the particular misconduct, any combination of the following sanctions may be imposed.
1. Informant status will be terminated.
  2. Any compensation already delivered or performed may be retrieved to the extent possible.
  3. Representations of future considerations will no longer be binding.
  4. Misconduct will be investigated and appropriate criminal prosecution or civil action sought.

## **XI. JUVENILE INFORMANTS: SPECIAL PRECAUTIONS**

- A. Upon the approval by the Bureau Commanding Officer of the potential use of a particular juvenile as an informant, the following additional steps shall be taken:
1. Contacting the juvenile's parent(s)/guardian(s) to request their permission in utilizing the juvenile as a C.I. as an informant.
  2. Informing both the juvenile and his/her parent(s)/guardian(s) regarding the possibility that their testimony may be needed in court.
  3. The confidential informant agreement must be signed by the juvenile informant and by the juvenile's parent(s)/guardian(s) prior to the juvenile's use as an informant.
- B. Juveniles will only be utilized as C.I.'s in accordance with Department regulations and RI General Laws pertaining to juveniles.

## **XII. CONFIDENTIAL FUNDS**

- A. The Providence Police Department will maintain monies in a confidential fund checking account set-up by the City of Providence for the sole purpose of supporting the operations of the Bureaus.
- B. Confidential funds may be used to:
1. Make controlled purchases of controlled substances to be used as evidence in criminal investigations.
  2. Maintain informants.
  3. Make other purchases specific to the operation of the Bureaus, not to exceed \$200.00, only when exigent circumstances exist and only upon written authorization by the Bureau Commanding Officer.

- C. The Bureaus Commanding Officer is ultimately responsible for overseeing the account.
  - 1. The Bureaus Commanding Officer shall designate the Bureaus sergeant as the account maintenance supervisor, who shall be tasked with maintaining the day-to-day operations of the checking account.
  - 2. The account maintenance supervisor shall monitor the balance of the checking account and ensure that the account is adequately funded to maintain the Bureaus operations.
  - 3. A balance sheet/ledger which identifies initial balance, credits (cash received from the City of Providence), debits (cash disbursed), and the balance on hand, shall be maintained.
  - 4. The account maintenance supervisor shall reconcile the checking account's monthly bank statement with the account balance/ledger sheet.
- D. The Bureau's Commanding Officer shall determine which of the Bureaus supervisors can write/sign checks, disburse funds, and whose names the bank will have on the checking account.
- E. When supervisors are transferred out of the Bureaus, their names shall be removed from the checking account.
- F. the Bureaus investigators shall request issue requests for funds from their immediate supervisor. Such requests shall be documented prior to the disbursement of funds.
- G. Receipts or similar documentation which to include the date, amount, and purpose of payment, the sworn member's name, or material purchased, subsequent law enforcement action (if any), and case number are required for any monies disbursed.
- H. Entries into the balance sheet/ledger shall only be made by supervisors authorized to disburse funds.
- I. Direct authorization from the Bureaus Commanding Officer is required for any disbursements in excess of \$300.00 that pertain to purchases of drugs and alcohol, or for informant maintenance.
- J. An annual audit of the checking account shall be conducted by a member of the City of Providence's Finance Department.
- K. An audit shall be conducted upon a change of the Bureaus Commanding Officer.

### **XIII. UNDERCOVER OPERATIONS**

- A. A sworn law enforcement officer will be used to infiltrate a criminal enterprise or targeted group only upon approval of a superior officer.
  - 1. The Department shall not engage in targeted electronic surveillance to collect or retain information about the lawful activities of targeted individuals or groups without reasonable suspicion that such activities relate to criminal activity or a judicial warrant specific to the time, place, and target of such surveillance.
  - 2. The Department shall not engage in an undercover capacity with groups in non-public places based solely on those groups' participation in First Amendment protected activities.
- B. The officer will receive the training necessary to prepare him/her for the assignment.
- C. The Commanding Officer will be kept informed of the progress of the undercover operations on a daily basis.
- D. The officer working the undercover assignment will submit reports of his/her activities and will prepare expense reports on all expenditures of Departmental funds. The officer will not utilize personal funds for an operation.
- E. Prior to the undercover officer beginning a long-term assignment, the Commanding Officer will discuss with the officer:
  - 1. Methods to identify, analyze, and contact suspects.
  - 2. Procedures to ensure the officer's presence is not unusual.
  - 3. Preparation of false identification and cover story.
  - 4. Supply the officer with the necessary equipment.
  - 5. Procedures to establish routine emergency communications with other officers.
  - 6. Legal aspects of the investigation.
  - 7. Procedures for backup security.
- F. A minimum of one supervisor and five officers are required when an undercover officer is making a purchase of drugs or firearms.

### **XIV. SURVEILLANCE REPORTS AND EQUIPMENT**

- A. The following guidelines will be used when preparing a surveillance report of an investigation of individuals and/or members of organized groups involved in narcotic, firearms, organized crime, and vice activities:

1. Surveillance reports shall be required for all large-scale, wire-tap, and priority investigations, and as directed by the Supervising Officer.
  2. The report shall contain the:
    - a. Date.
    - b. Purpose of the investigation.
    - c. Location to be observed.
    - d. Time of surveillance.
    - e. A summary of the observations during the course of the investigation.
  3. If an arrest is or is not made, the surveillance report(s) shall be maintained by the Lead Detective or Task Force Agent and presented to the appropriate officials if so requested.
  4. The investigator responsible for the surveillance shall be responsible for maintaining their case notes in a secure and accessible manner until further notice by the Commanding Officer or his/her designee.
- B. Photographic and electronic surveillances shall be conducted in accordance with state and federal law in order to provide the following information, but not limited to:
1. Identifying persons who, either as individuals or as members of an organization, are involved in vice or organized criminal activity.
  2. Providing evidence of such violations of law or to illustrate the testimony of the surveillance officer.
  3. Providing protection for undercover officer(s) and/or informant(s).
- C. The following guidelines shall be adhered to when requesting and utilizing surveillance equipment:
1. All equipment used for electronic surveillance shall be maintained by the Bureaus and its use shall be authorized by a Supervisor or the Commanding Officer.
  2. A log documenting the time, date, case number, suspect, type of equipment requested shall be completed by a Supervisor prior to equipment usage outside of the Bureaus Unit.
  3. All equipment signed out shall be returned and signed in immediately following the termination of the surveillance operation.

4. A Supervisor shall be responsible for inspecting the equipment log and equipment on a monthly basis.
5. Surveillance shall only be permitted for the purposes of conducting criminal investigations and shall be utilized in accordance with Federal and State laws along with Departmental policy.
6. The Bureaus' Supervisor shall make recommendations for the purchase of necessary electronic surveillance equipment and maintain a secure inventory of all such Bureau-owned equipment.

## **XV. CONTINGENCY PLANS FOR BUREAU OPERATIONS**

- A. When planning the Bureaus operations (i.e., decoy, raid, undercover, and surveillance operations), the Bureaus supervisors must conduct a pre-planning review and briefing consisting of the following guidelines and procedures:
  1. Identify all crimes, suspects and victims involved.
  2. Conduct sufficient investigation that insures the target premises is in fact the location of the illegal activities. This may include: observations, utility checks, undercover utilization, or any other reasonable investigative tactics.
  3. Discuss any legal issues involved such as: charges, the procurement of copies of search warrants, incident specific and supplemental reports and other reports, which document the operation.
  4. Make sure the officers are familiar with the objective and details of the operations and the specific location involved.
  5. Determine the specific responsibilities of each officer during the operation.
  6. For expenses associated with the operation, contact must be made through a supervisor and approved by the Bureaus Commanding Officer.
  7. If observation is necessary, a person may be assigned to a stationary position or conduct a drive-by to determine the current status of activity at the location.
  8. Designated officers should be assigned to handle and process all arrests. Assistance may be obtained from the Commanding Officers of Patrol, Prosecution and Bureau of Criminal Identification.
  9. Verify that all surveillance information has been reported and reviewed to identify the habits and methods of operation of the suspects involved.

10. If any information indicates that the suspects may be armed, are known to be violent, or operate from heavily secured locations, provisions will be made for the assignment of additional personnel prior to conducting the operations (i.e., S.R.U. Team).
11. A designated means of communication must be established. All personnel assigned to the operation must have a portable radio or be assigned with someone who does have communication to maintain contact with the O.I.C. (i.e., outside agency).
12. For special equipment needs or vehicles, contact the Bureaus Commanding Officer.
13. Discuss a strategy, and submit an operations plan for approaching, entering, securing, and leaving the premises or area, with the Bureaus Commanding Officer.
14. Evaluate the need for establishing a perimeter around the target location to control suspects, crowds, media, and to preserve a safe area of operation for personnel involved. Once the location is secured, available officers may be assigned to perimeter duties.
15. The supervisor in charge will be responsible for coordinating the relief of officers when assigned to extended operations.
16. False identities, disguises, and credentials may be used. However, it must be authorized by a supervisor or the Commanding Officer.
17. All plans and information regarding narcotic, firearm, vice and organized crime operations is CONFIDENTIAL. Personnel will not discuss any operation without the permission of a supervisor or the Commanding Officer.
18. The Bureaus Commanding Officer will notify the Division Commander, the Chief and the Deputy Chief of Police of all significant drug, firearm, vice, and organized crime operations other than normal day-to-day investigations.

## **XVI. SEARCH WARRANT EXECUTION**

- A. A "No-Knock" clause should be included on warrants where the evidence sought may be easily and quickly disposed of or there is danger to life or limb of the officer(s) if verbal warnings were issued or announcement of intent would likely cause subjects to flee.
- B. Once a search warrant has been obtained, the process for conducting the search is as follows:
  1. Pre-Execution (Search Warrant Planning).
    - a. Ascertain the following:
      - (1) Prior search warrants.

- (2) Prior arrests.
  - (3) Possible hazards.
  - (4) Additional information that may assist in execution.
- b. Determine what equipment is needed.
- c. Complete an operations plan listing various assignments, as follows:
- (1) Officer who is to announce the presence and purpose of the police.
  - (2) Special equipment and firearms (if necessary) to be used.
  - (3) Officer(s) assigned as arrest teams.
  - (4) Officer(s) assigned to search rooms.
  - (5) Officer(s) assigned as evidence recorder.
  - (6) Radios to be used.
  - (7) Specific vehicles to be used.
  - (8) K-9 if needed.
  - (9) Conduct an operations briefing with all members involved (A SUPERVISOR MUST BE PRESENT).
  - (10) Post search warrant form will be filled out by the sergeant in charge of the search warrant execution.

## 2. Search Warrant Execution.

- a. A minimum of eight officers, including a supervisor, is required.
- b. Await and confirm arrival of all members at set-up location.
- c. Ensure that communications systems are operational.
- d. Execute search warrant according to search warrant plan.
- e. The Patrol Officer-In-Charge (OIC) or District Commander should be notified of all search warrant executions unless exigent circumstances exist. The District Commander or District Sergeant will assign patrol officers to assist in the execution of the search warrant. The purpose of this is two-fold:

- (1) To assist the Bureaus officers with crowd control.
  - (2) To inform/communicate to the community the reason(s) for the police presence.
- f. Patrol officers shall not be part of the entry team unless authorized by a narcotics supervisor.
3. Post-Execution.
  1. Secure the location.
  2. Have prisoners removed to appropriate facilities.
  3. A Supervisor will supervise a systematic search of the location.
  4. Record where evidence was found and take photos if practicable.
  5. Properly secure and seize evidence.
  6. Secure premises if unoccupied.
  7. Ensure all personnel and equipment are accounted for.
  8. Assure that all evidence/property is properly recorded.
  9. Notify the landlord and/or property manager to report any damage to the dwelling when practicable. Request that the dwelling, if needed, be secured as soon as possible.
  10. Family Services, DCYF, or the appropriate social service agency will be contacted when practicable. An officer will await the arrival of and assist the representative as needed.
  11. Supervisor will conduct and document a Post Search Warrant debriefing.
  12. Properly fill out the Return of Service form and return the search warrant.

## **XVII. COORDINATION AND CONTROL**

- A. Once plans have been developed for a special operation, personnel will not make contact with potential suspects involved without the permission of a supervisor or the Bureaus Commanding Officer.
- B. The Supervisor or person in charge will make arrangements for the search, seizure, and handling of evidence and/or contraband. All evidence or contraband will be processed and stored in the Evidence Room as soon as possible.

- C. In the event of injury to officers, suspects, or others involved, first aid should be rendered and Rescue Personnel should be called to the location, if necessary.
- D. Officers assigned to the Bureaus will develop a cooperative spirit with other Department Units that will enhance the flow of information between the Bureaus and those units.
- E. Officers who obtain vital information will forward same through the proper chain of command.

#### **XVIII. INSIDE AND OUTSIDE AGENCY ASSISTANCE/COOPERATION**

- A. The Commanding Officer or Supervisor-in-Charge will notify the Patrol Bureau or other Bureau Commanders for additional manpower and equipment needs.
- B. The Commanding Officer or Supervisor-in-Charge is responsible for initiating requests to outside agencies where assistance may be needed.
- C. All outside agency assistance will be handled according to established mutual aid agreements and procedures.
- D. It is necessary for the Bureaus to maintain a cooperative relationship with other agencies in the area that are responsible for vice, narcotic, firearm, and organized crime investigations.
- E. These activities are not limited to jurisdictional boundaries and it is imperative that cooperation with other agencies exists and is maintained.
- F. The Providence Police Department participates in Task Forces with the Drug Enforcement Administration (D.E.A.), Federal Bureau of Investigation (F.B.I.), Bureau of Alcohol, Tobacco, and Firearms (A.T.F.), and the "High Intensity Drug Traffic Area" (HIDTA).
- G. Providence Police Department personnel assigned to a Task Force are primarily assigned to the Bureaus.
  - 1. Providence Police Officers assigned to a Task Force are to report in weekly, or more often as special needs arise, to a supervisor, and discuss activities that are of interest to our department.
  - 2. The officers do not have to divulge confidential information regarding investigations, but are expected to advise the Bureaus supervisor of general activities, hours worked, overtime requests, equipment requests and repairs, out-of-state travel, on-the-job injuries, etc. that do impact directly on the operation of the Providence Police Department.
  - 3. Each agency is individually responsible for allocating and funding personnel and equipment for its participation in the Task Force.

4. Member agencies of the Task Force may, however, mutually agree to purchase supplies, equipment, etc. that may be shared.
5. Forfeitures are shared among member agencies according to a predetermined ratio based on the agency's degree of participation in the Task Force or case workload participation.

## **XIX. EVIDENCE PROCEDURES FOR ILLEGAL DRUGS AND NARCOTICS**

A. Officers who handle drug related evidence should follow the below listed procedures:

1. Suspected drugs should never be touched, smelled, or tasted as a means of verifying their identity.
2. Whenever practical two detectives should inventory the drugs.
3. Drugs should be weighed in their original packaging as soon as practical.
4. Suspected drugs need to be tested by the Rhode Island Department of Health or another authorized laboratory for identification.

B. Types of Evidence.

1. Physical Evidence: Articles and or materials collected in connection with an investigation and which aid in establishing the identity of the perpetrator or the circumstances under which the crime was committed, or which assist in aiding the finders of fact; evidence that can be seen or touched.
2. Associative Evidence: Evidence that tends to link a suspect to a crime scene or criminal offense.
3. Trace Evidence: Minute amounts of physical substances not easily seen with the unaided eye (i.e. fibers, blood, and other bodily fluids, soil).

C. Collection, Identification and Recording Evidence.

1. Once evidence is detected it must be collected, identified (marked) and recorded.
  - a. Evidence collection shall include the use of containers, plastic bags, paper bags, protective gloves, evidence tags, and shall be performed in accordance with General Order 360.03, "Collection and Preservation of Evidence".
  - b. A Bureau member who is assigned to collect the evidence is responsible for ensuring that conspicuous identification marks or labels appear on each piece of evidence collected. Each individual piece of evidence should be numbered and a tag or label should clearly identify who collected it, where and when it was collected, and the report number.

- c. The markings must not destroy or contaminate the evidence, as destroyed or contaminated evidence has no probative value. If it is not marked in a manner that will allow it to be readily identified at a later time, the evidence may not be admitted during that later proceeding.
  2. Once the evidence is identified, the evidence must be recorded. This can be done by way of written report, seizure report, photos, or video recordings.
  3. The procedures used to record, collect, and store evidence should be documented in the police report. A property form, which will be forwarded to the property room officer, should also be completed.
- D. Chain of Custody.
  1. Once evidence or property is seized, every transfer of the evidence from one person to another must be documented in order to maintain the chain of custody. This documentation should include:
    - a. The name of the person who delivered the evidence.
    - b. The name of the person who received the evidence.
    - c. The date and time of the transfer.
    - d. The purpose of the transfer, i.e. court, lab analysis, etc.
  2. Each person must take responsibility for evidence in his/her possession. The transfer of evidence from one person to another should be kept at a minimum.

## **XX. DESTRUCTION OF ILLEGAL DRUGS**

- A. Once a case is disposed of, regardless of the verdict, all drugs relating to the case in the possession of the police department must be destroyed. Destruction must be carried out in accordance with R.I.G.L. 21-28-5.07.

## **XXI. CURRENCY / NEGOTIABLE CERTIFICATES**

- A. Whenever dealing with currency, negotiable certificates, whenever practical two officers should always do the initial inventory to provide for a check and balance system. This will protect the officers and the department from false claims of misconduct and misappropriation of funds. Seizing officers should be aware that the manner money is kept could be evidentiary in and of itself. Prior to inventorying money, it should be photographed in the condition it was found.

## **XXII. MARKED MONEY**

- A. The generic words “marked money” refers to a variety of techniques used to identify currency that is exchanged between detectives and suspects during criminal investigations. The typical scenario involving the use of marked money is that pre-marked or pre-identified money is transferred from an undercover police officer or confidential informant to a narcotics dealer in exchange for narcotics.
  
- B. The most common ways to “mark” money before initiating an exchange are:
  - 1. Photocopying or photographing each bill.
  - 2. Recording the serial number of each bill.
  - 3. Initialing each bill with a detective’s initials.
  
- C. When properly used, each of these methods can be a valuable investigative tool. They may provide the detective with an indisputable identification of the flow of currency during an undercover narcotics purchase. The recovery of marked money alone may not be sufficient to establish guilt, but when coupled with other factors it may form a strong circumstantial case.

## **XXIII. STATUS REPORTS**

- A. The Bureaus Commanding Officer or his/her designee will provide the Chief, Deputy Chief, and Division Commander with a summary of progress made in investigating narcotic, firearms, and organized crime activities during weekly staff meetings and as necessary.

### **APPROVED:**



COLONEL OSCAR L. PEREZ  
CHIEF OF POLICE