



North Kingstown Police Department

8166 Post Road, North Kingstown, Rhode Island 02852

ORDER	EFFECTIVE DATE	NUMBER	ISSUING DATE
GENERAL	April 3, 2020	510.01	December 15, 2017
SUBJECT TITLE		SUBJECT AREA	
VICTIM/WITNESS ASSISTANCE		VICTIM/WITNESS ASSISTANCE	
RIPAC REFERENCE		PREVIOUSLY ISSUED DATES	
6.12		1994-23, 09/16/14	
DISTRIBUTION	REEVALUATION DATE	PAGES	
ALL PERSONNEL	AS NECESSARY	6	

I. PURPOSE

To establish and maintain guidelines for department members, which will govern how and when victim/witness services will be implemented and delivered.

II. POLICY

Research findings over time and across jurisdictions consistently indicate that a major cause of case attrition after arrest, but before plea or trial, is witness-related problems. Similarly, research suggests that the probability of conviction increases markedly as the number of cooperative witnesses increases. If witnesses, to include victims, are subjected to what they consider to be poor treatment, they can be expected to offer something less than wholehearted cooperation with the department. This can have a devastating effect on investigations and subsequent prosecutions.

The department also recognizes that it must make every reasonable effort to ensure that the personal rights and safety of victims and witnesses are protected by its actions. Department members should be particularly sensitive to the special needs of the victims and families of crimes such as; domestic violence, child abuse, sexual assault, child molestation, and elderly abuse, because of the severity of crime and its' effect on the family unit and the community in general.

Therefore, it is the policy of the North Kingstown Police Department to provide victims and witnesses with appropriate assistance based on the nature of their needs as well as promote greater cooperation toward victim/witness assistance programs throughout the criminal justice community and among all segments of the department's service population.

III. DEFINITIONS

Law Enforcement Advocate / LEA – A civilian with experience in issues of violence against women or men and/or crisis intervention, working with a law enforcement agency to provide services and resources to victims of domestic violence, child molestation and sexual assault. To act as a liaison between police and victims of crime, so victims feel confident in wanting to proceed forward with their case.

Victim – A person who suffers physical, financial, verbal, cyber, or emotional harm as the direct result of a specified crime committed upon his or her person or property.

Witness – A person who, as determined by the department, has information or evidence relevant to the investigation of a specified crime.

IV. PROCEDURE

A. RI Victim’s Rights Law

1. A summary from the Office of the Attorney General of the RI Victim’s Rights law, (RIGL §12-28-3), is attached with this policy (See Appendix A).

B. Assessment of Victim/Witness Assistance Needs

1. Command Staff will review analysis of victim / witness needs from state and local agencies and advocacy programs involved in providing such services at least once every three years. If these state and local analysis are unavailable, the department will conduct its own analysis.
2. The department and LEA (if applicable) will work to address the appropriate needs and services for the department to meet and will attempt to locate services outside of the department.

C. General Guidelines

1. When the department is notified of emergency situations involving victims/witnesses who have been injured, threatened, or placed in fear of further victimization, immediate steps shall be taken to provide the victims/witnesses with needed assistance and reduce the likelihood of future harm to them.
2. In non-emergency situations, department members shall provide victims/witnesses with reasonable assistance, to include referral to an appropriate public or private social service agency and/or the department’s LEA (if applicable).
3. To assist department members in making appropriate referrals in emergency and non-emergency situations, the Rhode Island Directory of Human Service Agencies are available by contacting the “Helpline” (800-494-8100) on a 24-hour basis.

D. Assistance Provided Between Victimization and Preliminary Investigation

1. The Communications Center is staffed 24-hours per day and shall serve as the single point of contact for supplying emergency and non-emergency referral information to victims/witnesses between victimization and preliminary investigations.
 - a. Communications personnel will judge the characteristics of the call and determine whether an emergency or non-emergency response is required.
 - b. Once the level of response is determined, communications personnel will inform the victim/witness of the nature of the agencies response, (i.e. law enforcement response, referral to another agency, or a combination of services).
 - c. Referral information may be obtained from the Rhode Island Directory of Human Service Agencies (Helpline 800-949-8100), or from victim/witness-related brochures located in the communications center and the department's front lobby.
 - d. If communications personnel are unable to locate appropriate referral information during non-emergency situations, they shall determine how victims/witnesses can be re-contacted and inform them that an officer will contact them as soon as possible.
 - e. Communications personnel shall ensure that the next available officer is assigned to re-contact victims/witnesses.
2. Every effort shall be made to ensure that delays in providing victim/witness assistance between victimization and preliminary investigations are avoided.

E. Assistance Provided During Preliminary Investigations

1. During preliminary investigations, investigating officers shall inform victims/witnesses of the appropriate information and assistance (i.e. LEA, counseling, medical attention, and victim advocacy).
2. Investigating officers shall provide victims/witnesses with the Domestic Violence Safety Plan and Domestic Violence Victim Information Brochure and other relevant victim witness services as explained in 12-29-3 e 2.
3. The North Kingstown Police Department Law Enforcement Advocate Brochure shall be available in the department's lobby at all times.
4. Investigating officers shall also provide the following information:
 - a. Advise victims/witnesses to contact the department if the suspect or the suspect's companions or family threatens or otherwise intimidates them or should they have additional information to report or questions regarding the status of their case.

- b. Direct victims/witnesses in cases involving injury or felony cases to contact the Rhode Island Department of Attorney General Victim Witness Assistance Unit at (401) 274-4400 to provide additional information not covered in the brochure.
- c. Provide victims/witnesses with the case number and subsequent steps in the processing of the case. The investigating officer(s) will write the case number, (if known), on the brochure or card provided to victims/witnesses.

F. Assistance Provided During Follow-Up Investigations

1. The assigned detective/officer/LEA will ensure that during follow-up investigations, the victim/witness is contacted to determine if their needs are being met; particularly if the impact of a crime on a victim/witness has been unusually severe and has triggered above-average need for victim/witness assistance.
2. The detective/officer/LEA shall explain to victims/witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case.
3. Appropriate arrangements shall also be made during follow-up investigations for the purpose of scheduling line-ups, interviews, and other required appearances at the convenience of victims/witnesses. If necessary, victims/witnesses shall be provided with needed transportation.
4. All property owned by the victim/witness seized as evidence, (with the exception of contraband, disputed property, or weapons used in the course of the crime), will be returned as soon as feasible when permitted by rules of law and/or rules of evidence.
5. If victims/witnesses have not been provided with assistance, the investigating detective/officer/LEA shall assist victims/witnesses in locating advocate services, if available.
6. The detective/officer/LEA shall review all arrest reports and, if applicable, notify victims/witnesses that an arrest has been made.
7. The detective/officer/LEA shall notify victims/witnesses of the date and time of the suspect's arraignment, as well as advise them of their rights to address the court at future court appearances.

G. Special Victim/Witness Assistance

1. The department shall provide appropriate assistance to victims/witnesses whom are located within its jurisdiction and have been threatened or express, in the judgment of the department, a credible reason(s) for fearing intimidation or further victimization.

2. "Appropriate assistance" is a judgment call and shall be determined by the nature of each case and the resources available to the department. When provided, it shall be commensurate with the danger faced by victims/witnesses.
 - a. Appropriate assistance may range from reassuring conversations with victims/witnesses to posting an officer(s) at a residence, hospital, etc.
 - b. Supervisors shall have the latitude to make an immediate decision based on sound judgment and potential harm to victims/witnesses.
 - c. Supervisors making the decision to post an officer(s) at victims' /witnesses locations shall notify the Chief of Police, as soon as possible, after the decision has been made.
3. The Chief of Police shall determine if victims/witnesses are provided with prolonged assistance or protection.
4. Requests for special victim/witness assistance that is unrelated to department cases or involve persons out of the department's jurisdiction shall be referred to the law enforcement agency having jurisdiction.

H. Prosecution Division Responsibilities

1. The Prosecution Officer shall maintain a liaison with other criminal justice agencies, governmental and non-governmental agencies, and organizations concerned with victim/witness needs and rights in order to ensure that referrals are based on up to date and accurate information in order to better serve the victim.
2. The Prosecution Officer will be the main point of contact between the LEA and the department and will supervise such matters as ongoing cases, work space, scheduling, and other routine matters.
3. In the absence of the LEA, the Prosecution Officer will ensure that all required notification, follow ups, and referrals are being completed.
4. The Prosecution Officer shall ensure that the Domestic Violence Safety Plan Brochure, Domestic Violence Victim Information Brochure, North Kingstown Police Department Law Enforcement Advocate Brochure, and a victim rights form as outlined in 12-29-3e2 are available to investigating officers, communication personnel and the public.
5. The Prosecution Officer shall ensure that victims/witnesses not eligible for assistance through the Rhode Island Department of Attorney General Victim Witness Unit, Rhode Island Victim Compensation Program, or Domestic Violence and Sexual Assault Advocate are provided with available assistance, when necessary.

I. Confidentiality

1. The North Kingstown Police Department shall ensure the confidentiality of victims/witnesses and their role in case development to the extent consistent with federal and state laws.

J. Training

Sworn personnel will receive initial domestic violence mandated in-service training under RIGL 12-29-6. Refresher training, that will be completed triennially can be in the form of classroom, shift briefing, computer-based training and bulletins, or any combination of methods as determined by the Training Office.

By Order of:

A handwritten signature in black ink, appearing to read "Patrick Flanagan", is written over a thin red horizontal line.

Patrick Flanagan
Chief of Police



North Kingstown Police Department

8166 Post Road, North Kingstown, Rhode Island 02852

ORDER	EFFECTIVE DATE	NUMBER	ISSUING DATE
GENERAL	May 4, 2020	510.02	December 12, 2014
SUBJECT TITLE		SUBJECT AREA	
DEATH/LIFE-THREATENING INJURY NOTIFICATION		VICTIM/WITNESS ASSISTANCE	
RIPAC REFERENCE		PREVIOUSLY ISSUED DATES	
8.8		12/28/11	
DISTRIBUTION	REEVALUATION DATE	PAGES	
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I. PURPOSE

It is the purpose of this policy to provide officers with guidelines for notifying next of kin of the death or life-threatening injuries of a family member in a prompt and considerate manner.

II. POLICY

Notification of next of kin of the death or life-threatening injury of a family member is a difficult task even for the experienced officers. There is a natural hesitancy to deal with this subject, and the risk exists that, without guidance, inappropriate methods, comments, or remarks, may unnecessarily exacerbate the mental distress of survivors.

Therefore, the North Kingstown Police Department requires that all officers become familiar with concepts and procedures set forth in this policy as to provide surviving family members with sufficient useful information and support in a manner consistent with professionally accepted crisis intervention techniques.

III. DEFINITIONS

Next of Kin: For the purpose of this policy, the closest relative of the deceased spouse, parents, brothers or sisters, and children.

Life-threatening injuries: Injuries involving great bodily harm which are likely to result in death. Officers must use their best judgment and input from emergency personnel (fire/rescue) in determining which injuries are life threatening.

IV. PROCEDURES

A. Information Gathering and Preparation

1. All death or life-threatening injury notifications that are the responsibility of this agency shall be delivered in person unless exigency of circumstances demands telephone notification.
2. In cases with life threatening injuries, officers may use this policy as a guide as applicable but must be flexible in determining how to best assist the family based on the circumstances. The OIC should be consulted for assistance if necessary.
3. Officers shall be prepared to and shall be provided adequate discretion to spend the necessary time with family members to help as authorized by this policy.
4. Prior to contacting next of kin, notifying officers shall gather and familiarize themselves with essential details concerning the deceased, to include full name, age, race and home address, as well as details of the death or life-threatening injury, location of the body/personal effects and other pertinent information.
5. Officers shall identify the next of kin of the deceased for purpose of notification. Effort should be made to locate the closest relative starting with a spouse and followed by parents, brothers or sisters, then children.
 - a. Only where substantial delays would be required to contact the next of kin should other relatives be contacted.
 - b. Officers shall contact a supervisor for guidance when in doubt concerning next of kin or delays in notification.
6. Where another agency must be contacted to notify the next of kin, officers should:
 - a. Request that the notification be made in person.
 - b. Request immediate verification when notification has been accomplished.
7. Wherever possible, officers should gather available information concerning the survivors that may aid in the notification. This includes but is not limited to whether survivors are elderly, disabled, visually or hearing impaired, have medical problems, or may not speak English. If possible, obtain the names of survivor's closest relative, friend, family doctor, and clergyman.
8. Officers shall avoid using the name of the deceased over the radio prior to notification of immediate surviving relatives.
9. Officers may consider the assistance of a department chaplain if one is readily available.

B. Making Notification

1. Upon arrival at the residence or place of business, officers shall do the following:
 - a. Check the accuracy of the location;
 - b. Identify themselves by name, rank, and department affiliation;
 - c. Verify the relationship of the survivor to the deceased; and
 - d. Ask permission to enter the residence or (in the case of a business or other location) move to a place of privacy.

2. Officers should address the survivor(s) in a straightforward manner and use easy-to-understand language to briefly explain the circumstances of the incident and the fact that individual is deceased:
 - a. Officers should avoid using terms that may create confusion or false hope.
 - b. Officers should refer to the deceased using his/her first name or terms reflecting the deceased's relationship to the survivor, i.e. son, daughter, etc.
3. Officers should be prepared for the unexpected responses from survivors to include hysteria and possible verbal or physical attack.
4. Officers should provide survivors with sufficient time to regain composure before proceeding. Avoid attempts in the interim to provide comfort by using platitudes or trite phrases, e.g. "I know how you feel," "I know how hard this is for you."

C. Providing Assistance and Referral

1. Officers shall not leave upon completion of the notification until reasonably assured that the survivor(s) has adequate personal control and/or family or close friend(s) readily available to provide support.
2. Officers should remain alert to the possible need for medical assistance. When officers are aware of serious medical condition in advance of notification, they should place rescue personnel on alert.
3. Officers should be aware of confusion on the part of the survivors; speak slowly and deliberately, and write down any pertinent information that the survivor may need. This includes such matters as the following:
 - a. Disposition of the body;
 - b. Location of personal effects;
 - c. Identification requirements/procedures; and
 - d. Notifying officer(s) name(s), agency, and telephone numbers.
4. Officers should assess the physical and emotional well-being of the survivor before departing. Officers should be reasonably assured that survivors can take care of themselves and those for whom they may be responsible. Officers should be able to answer "yes" to the following types of questions:
 - a. Is the survivor thinking clearly? That is, does the individual:
 - (i). Seem to be aware of your presence?
 - (ii). Have some grasp of place and time?
 - (iii). Demonstrate a progressive ability to express him/her?
 - (iv). Begin to demonstrate some grasp of the reality of the death?
5. Officers should not leave a lone survivor unattended until all efforts have been made to gain first-hand support from the survivor's family, friends, co-workers, neighbors, family clergy, crisis counselors, or other community social service agency.
6. Notifying officers should conduct a follow-up within 24 hours with any survivor where there is concern for the survivor's well-being.

D. Notifications Outside of Town

1. In the event of a death or life-threatening injury where the next of kin lives outside the Town, the Supervisor or Officer in charge of the investigation will be responsible for ensuring that the notification is made to the next of kin.
2. The supervisor will contact the police department of the Town/City the next of kin lives to request a death or life-threatening injury notification be made.
3. The supervisor will provide the information necessary to make the notification as well as the name of the North Kingstown officer who will serve as the contact person for the next of kin.

E. Notifications Out of State

1. In the event of a death or life-threatening injury where the next of kin lives Out of State, the Supervisor or Officer in charge of the investigation will be responsible for ensuring that the notification is made to the next of kin.
2. The supervisor will ensure that a teletype is sent via RILETS to the police department of the Town/City the next of kin lives to request a death or life-threatening injury notification be made. Further information may be provided by telephone to the assisting department where needed.
3. The supervisor will ensure that the teletype provide the information necessary to make the notification as well as the name of the North Kingstown officer who will serve as the contact person for the next of kin.

F. Request for Notification by Outside Agency

1. Any officer or civilian employee who receives a request from another agency for a death or life-threatening injury notification will immediately notify the OIC
2. The OIC will be responsible for obtaining all the necessary information to make the notification including the name and department telephone number of the designated contact person for that agency.
3. Where the request is from an agency that is Out of State, the OIC will request that the agency confirm the request via teletype.
4. Officers making the notification shall be updated with the information necessary to make the notification to the next of kin.
5. The officers making the notification will have the responsibility of contacting the requesting agency to inform them that the notification was made.

By Order of:



Patrick Flanagan
Chief of Police



North Kingstown Police Department

8166 Post Road, North Kingstown, Rhode Island 02852

ORDER	EFFECTIVE DATE	NUMBER	ISSUING DATE
GENERAL	January 24, 2020	520.01	January 24, 2020
SUBJECT TITLE		SUBJECT AREA	
RELEASE OF POLICE INFORMATION AND MEDIA RELATIONS		INFORMATION SERVICES	
RIPAC REFERENCE		PREVIOUSLY ISSUED DATES	
7.13, 15.2		3/11/97, 12/17/12, 8/3/16	
DISTRIBUTION	REEVALUATION DATE	PAGES	
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I. PURPOSE

To establish guidelines for the release of information to the news media.

To provide the news media and public with timely and accurate information regarding Department activities while ensuring that police investigations are not jeopardized by the premature release of information.

II. POLICY

The North Kingstown Police Department actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public interest in a manner that does not hamper police operations. The department is committed to informing the community and the news media of events within the public domain. However, certain information must be withheld from the media to protect the constitutional rights of an accused, to avoid interfering with a department investigation, or because it is legally privileged.

III. PROCEDURE

A. PUBLIC INFORMATION FUNCTION

1. The Chief of Police will designate a member of the Police Staff as the Public Information Officer who is responsible for the public information function of the Department.

2. In the absence of the assigned PIO, another member of the Police Staff will be designated for these responsibilities.
3. Responsibilities of the PIO are:
 - a. Assisting news personnel in covering routine news stories, and at the scene of incidents when so required.
 - b. Being available for on-call responses to the news media.
 - c. Preparing and distributing formal news releases, subject to the approval of the Chief of Police or his designee.
 - d. Arranging for and assisting at news conferences.
 - e. Coordinating and authorizing the release of information about victims, witnesses, and suspects.
 - f. The assigning of duties for routine police services that involves the releasing of information, i.e. web-site activity log, weekly court dispositions.
4. It shall be the responsibility of the Chief of Police or designee to coordinate and authorizing the release of information concerning:
 - a. Confidential department investigations and operations.
 - b. Assisting in crisis situations within the department.
5. Police officers who are approached by members of the news media for information concerning official activities of the department are to refer all such inquiries to the PIO or the Officer-in-Charge.

B. NEWS MEDIA / AT SCENE ACCESS

1. News personnel and photographers covering stories at the scene of major incidents, disasters, or events will be directed to an area designated by the on-scene OIC.
2. The area designated for the media should be convenient to the reporting of the incident so long as the investigation is not jeopardized, and safety considerations are not compromised.
3. The area will be outside of the crime scene perimeter.
4. The OIC should periodically update the media in accordance with this policy and Rhode Island Law.
5. If other agencies are involved in a mutual effort, the agency with primary jurisdiction will be responsible for releasing information unless other arrangements have been agreed upon.

C. NEWS RELEASES

1. News releases are divided into three (3) categories. The frequency and content of the release depends upon the objective desired. Normally releases will be provided to

those media agencies that have a direct relationship with the service community. The three types of news releases are:

- a. **ONGOING INVESTIGATIONS:** It is important that all releases contain the same information. If possible, a printed release will be prepared for distribution to the media. The Chief of Police or the PIO (the OIC in their absence), MAY RELEASE the following information:
 - i. The type of crime or nature of incident.
 - ii. The location (certain restrictions apply), date, time, injuries sustained, damaged property and a brief description of the incident.
 - iii. Amount and type of property taken, including value if known.
 - iv. The name, age, and address of any adult charged with a crime.
 - v. The fact that a juvenile has been taken into custody, including sex, age, and general area of residence.
 - vi. The nature, substance, or text of the charge.
 - vii. The facts, time, and place of arrest.
 - viii. The next step in the judicial process.
 - ix. Requests for aid in locating evidence, a complainant, or a suspect. The identity of a suspect before arrest will not be disclosed except to the extent necessary to aid in the investigation, to assist in the apprehension of the suspect, or to warn the public of any danger. A person's gender, general physical characteristics, and race may be released as descriptive information in such cases.
 - x. Available photographs may be released only if they serve a valid law enforcement function such as the identity of an unknown victim or to enlist public assistance in the apprehension of the offender. Release of a photograph of an unknown victim requires the authorization of the Chief of Police.
- b. **PUBLIC RELATIONS** - The Chief of Police or the PIO shall be responsible for issuing public relation news releases. Information should be provided on a regular basis to all media agencies that have contact within the department's service area. The content of the news releases may include:
 - i. Department accomplishments.
 - ii. New program announcements.
 - iii. Crime prevention information.
 - iv. Relevant crime problems and statistics.
 - v. Appointments and promotions.
- c. **EMERGENCY NEWS RELEASE** - Whenever there is an immediate need to inform the general public concerning an emergency, the on duty OIC may contact the news media and issue a press release. The need for such release will depend upon the severity of the situation and the need for the public to be informed. In special situations of public concern such as natural disaster (tornadoes, severe wind, snow emergencies, floods, or rainstorms, etc.), a major fire or a chemical spill, the OIC may issue a press release at their discretion. Comments to reporters should be comprised only of factual, on-the-record

information. The Chief of Police will be informed of the emergency release as soon as practical.

D. WITHHOLDING INFORMATION

1. In general, comments to the news media concerning investigations, indictments, arrests, and criminal incidents should be minimal, consistent with the responsibility of keeping the public informed without jeopardizing the rights of individuals.
2. The following information **WILL NOT** be released:
 - a. Any victim, complainant, or witness information such as identity, address, phone number, age, etc., in the following instances:
 - i. The information is contained in an on-going investigation whereby release of such information may jeopardize successful resolution and/or prosecution of the case.
 - ii. The information is contained in any sex offense or sex related investigation which, if divulged, would tend to lead to the victim's identification.
 - b. Law enforcement officers may not disclose the identity of any juvenile in releasing information to the general public as to the arrest, investigation or disposition of any case involving a juvenile, unless under the written direction of a Justice of the Family Court.
 - c. Medical information relating to health history, any diagnosis, medical condition, treatment provided, or evaluation made by health care providers as defined in R.I.G.L. (5-37.3-3) unless specific consent has been obtained under the guidelines of R.I.G.L. (5-37.3-4).
 - d. The identity of any critically injured or deceased person before notification of the next of kin.
 - e. Personnel data relating to any sworn member or employee of the department. Questions concerning personnel will be referred to the Chief of Police.
 - f. Exact information concerning an on-going investigation, whether it be a crime or traffic accident, will not be released if the information would jeopardize the investigation or prosecution of a subject.
 - g. Any police information released from other agencies which was furnished for confidential or law enforcement purposes, ex. BCI, Triple "I", license checks.
 - h. Preliminary drafts, notes, impressions, memoranda, etc.
 - i. Confidential intelligence or operations will not be disclosed except by express permission of the Chief of Police or his designee.
 - j. Sensitive or investigative information concerning internal investigations except by express permission of the Chief of Police or his designee in accordance with the RI Law Enforcement Officer's Bill of Rights.

- k. Any records required to be kept confidential by federal or state law or rule of the court.

E. ACCESS TO PUBLIC RECORDS

1. The Chief of Police will designate a member of the Command Staff as the Public Records Officer who is responsible for the compliance with the Access to Public Records Act of the State of Rhode Island.
2. The North Kingstown Police Department shall provide the name of its Public Records Officer, business address and phone number to the Department of Attorney General.
3. The North Kingstown Police Department adopts the Access to Public Records Procedure.
 - a. The North Kingstown Police Department agrees to maintain copies of the Access to Public Records Procedure at its records counter for distribution to the public.
 - b. If someone requests a copy of the Access to Public Records Procedure, they will be given one. These copies will be located at the records counter.
4. The Records Clerk will be the primary point of contact for all public records requests and fulfillments under the supervision of the PRO.
5. The North Kingstown Police Department agrees to maintain the public records request form at its front desk and shall make them readily available, as well as pens or pencils, to the public for completion.
 - a. In most cases reports will be available within 24 hours of the request on the following business day. Regular business hours of the records department will be Monday through Friday 8:00AM to 3:30PM.
 - b. Accident reports will generally be made available immediately at the time of the request. The records clerk will locate the requested accident during the week. The dispatcher or desk officer will handle this on the weekends and holidays. If the report is not yet complete tell the person requesting the report that it is not yet complete and that the request is being forwarded to the records department.
 - c. The PRO, or other employees assigned to the releasing of police documentation, will be responsible for any redaction or refusal of the requested information, i.e. witness information, victim information, juvenile defendants, ongoing investigation, suspects, medical information, social security numbers, etc.

6. The North Kingstown Police Department understands and respects the right of the Public to access public records, and will treat citizens requesting public records with courtesy consistent with the department's Rules and Regulations.
 - a. Designated employees can ask a person requesting records for their name and the reason for the report. However, if they refuse to give their name or the reason they are requesting a record they cannot and will not be denied access to the record requested.
 - b. If a person requesting a report refuses to give their name, the request will be completed and the copy will be left with a description of the record requested at the front desk.
7. The North Kingstown Police Department recognizes that it must respond to public record requests within 10 business days. If due to the request, we must seek an extension of up to additional 20 business days, we must inform the requester within the initial 10-day period of the need for an extension. If we do not respond to the request within the initial 10 days, our inaction is considered a denial and we may have waived our defenses if a court action is filed.
8. If we need advice as to whether a document is a "public record" we will promptly contact our town solicitor. If he or she is unable to provide an answer, he or she may contact the Civil Division of the Department of the Attorney General for an advisory opinion. If the town solicitor is for some reason unavailable, the Chief of Police or his designee may contact the Department of Attorney General directly.
9. The Public Records Officer or his/her designee when not available should review initial arrest reports and other public documents to ensure that privacy rights of individuals are maintained and informants or law enforcement techniques are redacted and not disclosed.
10. If someone feels they have been denied access to public records they have the right to appeal to the Chief of Police. If they are still not satisfied they may file a complaint with the Department of the Attorney General.

By Order of:



Patrick Flanagan
Chief of Police



North Kingstown Police Department

8166 Post Road, North Kingstown, Rhode Island 02852

ORDER	EFFECTIVE DATE	NUMBER	ISSUING DATE
GENERAL	DECEMBER 17,2012	520.03	DECEMBER 3,2012
SUBJECT TITLE		SUBJECT AREA	
SEX OFFENDER REGISTRATION AND COMMUNITY NOTIFICATION		INFORMATIONAL SERVICES	
CALEA REFERENCE		PREVIOUSLY ISSUED DATES	
42.1.5		August 5, 2002	
DISTRIBUTION	REEVALUATION DATE	PAGES	
ALL PERSONNEL	AS NECESSARY	7	

SEX OFFENDER REGISTRATION AND COMMUNITY NOTIFICATION

I. PURPOSE

The purpose of this policy is to establish procedures for compliance with RIGL § 11-37.1-1 et seq., the Sexual Offender Registration and Community Notification Act.

II. POLICY

The North Kingstown Police Department supports the philosophy of informing members of the public of the pending or current release of convicted sexually violent offenders. By providing adequate notice to the public, communities and others affected by the release can proactively plan to safeguard their children and families against possible re-offense by the sexually violent offender. It is the policy of the North Kingstown Police Department to provide community notification relative to the release of those offenders as designated by statute, while preserving the rights of those offenders. It is also the policy of this department to provide the maximum information authorized by law, consistent with the requirements of public safety and the legal rights of the offender.

III. DEFINITIONS

1. Sexually Violent Offense: Any violation of 11-37-2, 11-37-4, 11-37-6, 11-37-8, 11 37-8.1, 11-37-8.3, 11-5-1 where the specified felony is a sexual assault, or section 11-23-1 where the murder was committed in the perpetration of, or attempted perpetration of,

rape or any degree of sexual assault or child molestation, or any offense in another jurisdiction which is substantially the equivalent of any offense listed in this definition and for which the person is or would be required to register under 42 U.S.C. 14071 or 18 U.S.C. 4042c.

- A. Sexually Violent Offense: Any violation of § 11-10-1, 11-37-2, 11-37-4, 11-37-6, 11-37-8, 11-37-8.1, or 11-37-8.3 or any offense in another jurisdiction which is substantially the equivalent of any offense listed in this definition and for which the person is or would be required to register under 42 U.S.C. 14071.
- B. Sexually Violent Predator: A person who has been convicted of a sexually violent offense and who suffers from a mental abnormality or personality disorder that makes the person likely to engage in predatory sexually violent offenses.
- C. Predator: A person whose act (s) is (are) or was (were) directed at a stranger, or at a person with whom a relationship has been established or promoted for the primary purpose of victimization. The definition includes those who have a pre-existing familial relationship with a victim or victims.
- D. Risk Level Assessment: The level of danger to the community established by the Rhode Island State Parole Board. There are three risk levels:
 - 1. Level I: Risk level I describes a sexually violent offender whose risk assessment indicates a low risk of re-offense.
 - 2. Level II: Risk level II describes a sexually violent offender whose risk assessment indicates a moderate risk of re-offense.
 - 3. Level III: Risk level III describes a sexually violent offender whose risk assessment indicates a high risk of re-offense.
- E. Likely to Encounter: Describes organizations or community members in a location or in close proximity to a location where an offender lives or is employed, or which an offender is likely to visit on a regular basis, other than the location of the offender's outpatient treatment program; and the types of interaction which ordinarily occur at these locations and other circumstances which indicate contact with an offender is reasonably certain.
- F. Day Care Establishments: An establishment licensed by the State of Rhode Island or its agents, to provide day care services for children.
- G. Parent: A parent of a student, including a natural or adoptive parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.
- H. Public and Private Educational Institutions: An elementary, secondary and post-secondary educational institution authorized or licensed by the State of Rhode Island.
- I. School Age Child: A minor child attending any public or private daycare, nursery, pre-school, kindergarten, elementary, secondary, or post-secondary educational institution authorized or licensed by the State of Rhode Island.

IV. PROCEDURES

The North Kingstown Police Department will receive notification from the Rhode Island State Parole Board of the pending release of any convicted sexually violent offender who has chosen to reside within the Town of North Kingstown. The Parole Board determines the appropriate level of community notification for each sexually violent offender for jail and non-jail offenses. The North Kingstown Police Department shall implement notification

procedures consistent with the risk level assigned by the parole board. Detective and Patrol Division personnel shall comply with procedures for the specific level of notification. The Detective assigned to Sex Offender Management shall coordinate with the Officer-in-Charge of both the Detective and Patrol Divisions to coordinate the implementation of the procedures within their divisions. The Detective assigned to Sex Offender Management shall have overall responsibility for departmental compliance with community notification requirements.

A. LEVEL I NOTIFICATION

1. Detective personnel shall distribute an Offender Fact Sheet to the victim (s) of and witness (s) to the crime committed by the offender, if so requested by the victim/witness. It will be necessary for the victim/witness to provide the Parole Board and/or the North Kingstown Police Department with a current mailing address in order for notification to occur.
2. Detective personnel shall distribute Offender Fact Sheet information to sworn department personnel through use of roll-call bulletins, bulletin boards and departmental E-mail.
3. Detective personnel shall distribute an Offender Fact Sheet to the offender.

B. LEVEL II NOTIFICATION FOR OFFENDERS PLACED IN A

RESIDENTIAL FACILITY

1. Detective personnel shall distribute an Offender Fact Sheet to the victim (s) of and witness (s) to the crime committed by the offender, if so requested by the victim/witness. It will be necessary for the victim/witness to provide the Parole Board and/or the North Kingstown Police Department with a current mailing address in order for notification to occur.
2. Detective personnel shall distribute Offender Fact Sheet information to sworn department personnel through use of roll-call bulletins, bulletin boards and departmental E-mail.
3. Detective personnel shall distribute the Offender Fact Sheet to the offender.
4. Upon notification of the offender's scheduled release from the residential facility, additional disclosure shall occur according to the re-notification policy as outlined below.

C. LEVEL II NOTIFICATION FOR OFFENDERS NOT PLACED IN A

RESIDENTIAL FACILITY

1. Detective personnel shall distribute an Offender Fact Sheet to the victim (s) of and witness (s) to the crime committed by the offender, if so requested by the victim/witness. An offender fact sheet shall also be distributed to patrol personnel.
2. Detective personnel shall distribute the Offender Fact Sheet to the following establishments: The Superintendent's office to be electronically disseminated to all the school districts.

- a. Public elementary, middle and secondary schools. Detective personnel shall distribute the Offender Fact Sheet to the Superintendent of Public Schools and to the principal/director of each public elementary, middle and secondary school within the Town of North Kingstown for the purpose of sharing information with school employees only.
 - b. Private elementary, middle and secondary schools. Detective personnel shall distribute the Offender Fact Sheet to the principal/director of each private elementary, middle and secondary school within the Town of North Kingstown for the purpose of sharing information with school employees only.
 - c. Private nursery, Pre-school and Kindergarten schools. Detective personnel shall distribute the offender fact sheet to the director of each private nursery, pre-school, or kindergarten school within the Town of North Kingstown for the purpose of sharing information with school employees only.
 - d. Licensed day care providers and establishments. Detective personnel shall distribute the offender fact sheet to the director of each licensed day care provider or day care establishment within the Town of North Kingstown for the purpose of sharing information with day care employees only.
3. Detective personnel shall distribute Offender Fact Sheet information to sworn department personnel through use of roll-call bulletins, bulletin boards and departmental E-mail.
 4. Detective personnel shall distribute the Offender Fact Sheet to the offender.
 5. Parental notification for school children shall occur if the victim of the specific offense is of school age. In some circumstances, the victim may not be school age, but may be in close proximity in age to a school age child. Under these circumstances, school age children may be targets of re-offense by the offender. If this is determined to be likelihood, parental notification for school children shall also be implemented. Specific factors that may also be considered in this decision are the offender's prior history, age, offense characteristics, method of operation and the characteristics of likely victims.
 6. If parental notification becomes the course of action, the police department shall notify the parents of all children attending schools and establishments listed in § IV. C.2 above through utilization of current Town directories. The department shall implement parental notification for schools Town - Wide through Superintendent's Office using existing e-mail list. Parental notification shall also be implemented for schools contained within each bordering school district. (Within Town limits).
 7. Parental notification shall be conducted through use of e-mailing the Offender Fact Sheet. School Department personnel shall be responsible for this duty. Detective personnel shall coordinate the implementation of the e- mail notification.
 8. Detective personnel shall also consider the following examples of organizations and establishments that may receive the Offender Fact Sheet, if the offender is likely to frequent or partake in activities within these organizations. These examples include, but are not limited to:
 - a. Football leagues (coaches, adult supervisors only).
 - b. Little League and Babe Ruth Baseball Leagues (coaches, adult supervisors only).
 - c. Youth soccer, tennis, basketball and other sport leagues (coaches, adult supervisors only).

- d. Religious organizations (church personnel only). Change bullets below as well
- e. Boys and Girls Clubs (employees, security only).
- f. Boys Scouts, Girl Scouts, Cub Scouts, Brownies (employees, adult team leaders only).
- g. Public and private sports facilities, bowling alleys, recreation centers and gymnasiums (adult supervisors, employees, security only).
- h. Entertainment facilities, movie theaters, community theatre groups (employees, adult volunteers, security only).
- i. Neighborhood Crime Watch Groups in neighborhoods where the offender is likely to be encountered.
- j. All public meeting facilities (supervisors, employees, adult volunteers, security only).
- k. Libraries (employees, adult volunteers, security only).
- l. Volunteer and community organizations which come in contact with children (adult volunteers, directors, employees, security only).
- m. Local merchant associations (employees, security only).

In determining the establishments and organizations that will be given the Offender Fact Sheet, Detective personnel shall consider the offender's prior history, offense characteristics, employment, recreational, social and religious interests, and the characteristics of likely victims.

D. LEVEL III NOTIFICATION FOR OFFENDERS PLACED IN A RESIDENTIAL FACILITY

1. Detective personnel shall distribute an Offender Fact Sheet to the victim (s) of and witness (s) to the crime committed by the offender, if so requested by the victim/witness. It will be necessary for the victim/witness to provide the Parole Board and/or the North Kingstown Police Department with a current mailing address in order for notification to occur.
2. Detective personnel shall distribute Offender Fact Sheet information to sworn department personnel through use of roll-call bulletins, department bulletin boards and the departmental E-mail system.
3. Detective personnel shall distribute the Offender Fact Sheet to the offender.
4. Upon notification of the offender's scheduled release from the residential facility, additional disclosure shall occur according to IV.E.

E. LEVEL III NOTIFICATION FOR OFFENDERS NOT PLACED IN A RESIDENTIAL FACILITY

1. Notification shall be made to all persons and entities to which Level II disclosure would be made according to §IV. C of this policy. However, disclosure shall not be limited to coaches, supervisors, employees, adult volunteers, team leaders, or security agents listed in §IV. C 8 of this policy.
2. Detective personnel shall distribute the Offender Fact Sheet to any other law enforcement agency having jurisdiction of an area in which the offender is likely to be encountered.
3. Additional disclosure of the Offender Fact Sheet shall be made to any other members of the community the offender is likely to encounter. In determining the individual

community members, establishments and organizations who will receive the Offender Fact Sheet, Detective personnel shall consider the offender's prior history, age, offense characteristics, employment, recreational, social and religious interests, and the characteristics of likely victims.

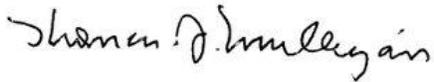
4. Detective personnel shall notify members of the community at large by utilizing all of the following resources:
 - a. Provide public access to copies of the Offender Fact Sheet at police headquarters.
 - b. Place an advertisement of the Offender Fact Sheet in a local newspaper, i.e. Standard Times, North East Independent, and Providence Journal for a period not less than three consecutive issues.
 - c. Detective personnel may utilize patrol personnel to post the Offender Fact Sheet at the following town-owned locations:
 - 1) Town Hall.
 - 2) Town Library.
 - 3) Recreation centers.
 - 4) Sports facilities equipped with bulletin boards.
 - 5) Apartment complexes.
 - d. Post the Offender Fact Sheet information on the North Kingstown Police Department Web Page for the entire time the offender is registered.
 - e. Organize and utilize community meetings for the purpose of informing the public of the characteristics and methods of sex offenders, basic safety procedures to minimize the likelihood of assault and information about the particular offender, including the distribution of the Offender Fact Sheet.

F. RE-NOTIFICATION

1. When an offender notifies the department of the intent to move from the Town or within the Town, Detective personnel shall:
 - a. Verify with respective agency that offender has registered with their department. IMC report will be supplemented with the information a copy will be retained for the North Kingstown Police Department's files.
 - b. Provide the new Law Enforcement Agency with all relevant and necessary information in its possession pertaining to the offender, including the specific notification plan utilized for the offender. The new Law Enforcement Agency then has the responsibility for implementing a community notification plan at the level determined by the Parole Board.
 - c. Determine if additional disclosure for other community members is necessary if the offender changes residence within the town. If so, additional disclosure shall be at the notification level determined by the Parole Board.
2. The North Kingstown Police Department may periodically review its community notification files to determine if re-notification of the community is appropriate due to changes in the make-up of the community. In making that determination, the department shall consider the nature and characteristics of the community, including the extent of changes in its population and membership.

3. The department shall not, on its own, change the level of notification for any offender. If re-notification is appropriate, Detective personnel shall employ the same methods of notification it employed originally to the extent that it is feasible, consistent with the original recommendations by the Parole Board.
4. Upon notification by the Parole Board of a reclassification of an offender's risk level, the department shall implement a Community Notification Plan consistent with the Parole Board's new risk assessment level and in accordance with §IV.A through §IV.E. of this policy.

By Order of:

A handwritten signature in black ink that reads "Thomas J. Mulligan". The signature is written in a cursive style with a large initial 'T'.

Thomas J. Mulligan
Chief of Police



North Kingstown Police Department

8166 Post Road, North Kingstown, Rhode Island 02852

ORDER	EFFECTIVE DATE	NUMBER	ISSUING DATE
GENERAL	March 5, 2020	530.01	September 11, 2019
SUBJECT TITLE		SUBJECT AREA	
COMMUNITY SERVICE OFFICERS		COMMUNITY RELATIONS	
RIPAC REFERENCE		PREVIOUSLY ISSUED DATES	
1.14, 4.4		2004-22; 2002-1; 2/28/13; 10/1/16; 5/21/17; 5/8/19	
DISTRIBUTION	REEVALUATION DATE	PAGES	
ALL PERSONNEL	AS NECESSARY	5	

I. PURPOSE

The purpose of this policy is to establish rules and regulations for a civilian unit of the North Kingstown Police Department that is designated as “Community Service Officers” (CSO). The fundamental mission is to assist the police department with traffic control matters, public events and special details of a non-police nature. The unit and each member shall serve at the pleasure of the Chief of Police or his/her designee.

II. POLICY

The CSO’s shall consist of part time civilian employees of the Town who desire to assist the police in times of major disaster and major public events, and who provide other law enforcement related community service functions that do not require the status of a sworn police officer, and are consistent with the mission of the Police Department. The primary function of the CSO’s will be to direct traffic on either Town (Civic) or Private (Non-Civic) details. Community Service Officers are civilians and not sworn police officers. They do not possess the power of arrest nor can they carry a firearm. Community Service Officers shall be provided with the necessary training to complete their function.

III. ELIGIBILITY AND APPLICATION PROCESS

- A. Applicants must be at least eighteen (18) years of age and a United States citizen, have no criminal convictions and hold a valid driver’s license. An applicant with some background in traffic management is desired but not required.
- B. Application process – legible copies of birth certificate or naturalization papers and driver’s license must be submitted with the application. Applications can be obtained at the Town Hall.

1. Written application submission.

2. Physical Screening – Note from Doctor indicating applicant is approved to engage in strenuous activity.
 3. Oral Interview.
 4. Background Check to include:
 - a. Verification of qualifying credentials
 - b. Review of any criminal record
 - c. Verification of at least three personal references
 5. Selection by Chief of Police or his/her designee and serve at the discretion of the Chief of Police.
 6. Signature on “Conditional Offer of Employment”
- C. Community Service Officers are permitted to purchase the following uniform and equipment items at their cost and be responsible for its care and custody. The following is considered the CSO uniform. CSO uniform shirt/jacket patches will be provide by the department and are required to be returned upon termination of employment. All Hi-Vis apparel will be ANSI/ISEA107 Class 2 or 3 compliant.
1. Navy blue Class A duty uniform shirt long and/or short sleeve (i.e. Blauer #8670 or #8675) (CSO patch left shoulder, US flag on right shoulder); and/or
 2. Hi-Vis Shirt (i.e. Blauer short sleeve #8137, long sleeve #8147) 3” “TRAFFIC” black lettering screen printing in black on back.
 3. Navy blue, 6 or 8 pocket, polyester/cotton straight leg BDU pants without leg ties (i.e. 5.11 Taclite Pro Pants #74273)
 4. Flex Fit or Port & Company navy blue baseball hat (3” CSO embroidered patch on front)
 5. Black Sam Brown under belt or nylon equivalent.
 6. Reflective Hi-Vis traffic vest with “TRAFFIC” screen printed on back to be worn with III. C. 1. or III. C. 8.
 7. Black shoes and black socks or black boots
 8. Navy blue winter/spring coat (i.e. Blauer #9820) will have the CSO patch and US flag patch attached and be worn with the traffic vest over it; and/or
 9. Hi-Vis winter/spring coat (i.e. Blauer #9840) with 3” “TRAFFIC” black lettering screen printed on the back.
 10. Black raincoat to be worn with traffic vest, Hi-Vis raincoats will have 3” “TRAFFIC” black lettering screen printed on back or be worn with the traffic vest, black rain pants, black or blue snow suit to be worn with traffic vest. Navy blue “Beanie” style knit winter cap with 3” CSO patch embroidered on front. Black neoprene face protection. Black or navy blue plain mock or turtleneck to be worn under 1. or 2.
 11. Flashlight and light cone accessory.
 12. No uniform attire will have any identifying marks, lettering, or insignias representing any other agency or employer.
 13. Other uniforms or equipment that wish to be worn or used that are not listed above require written permission from the Uniform Division Commander prior to use.

IV. CHAIN OF COMMAND

- A. Uniform Division Commander (UDC) will be responsible for the Community Service Officers. The UDC will oversee matters regarding hiring, discipline and termination.
- B. The day to day operations of the Community Service Officers will be handled by Detail Office in coordination with the On-Duty Patrol Supervisor (OIC).
- C. Community Service Officers will be required to check in with the shift Supervisor upon completion of the detail.

- D. Should a situation occur on a detail requiring a supervisor, the CSO should contact the Officer in Charge.
- E. At no time should the Community Service Officer deal directly with the Command Staff (Chief of Police, Deputy Chief, Captain, Det. Lieutenant) unless they are directed to do so.

V. ORIENTATION AND TRAINING

The Training Office shall conduct the initial training of new Community Service Officers. The training shall include the following:

- A. The procedures that need to be followed both before and after a detail.
- B. A review of applicable Department General Orders.
- C. The use of police radios and radio etiquette.
- D. A power point presentation.
- E. One detail will be worked with a uniformed officer to ensure the newly hired CSO knows the proper technique for directing traffic. This detail will not be paid and will be at a minimum of two hours in length.
- F. Any training that is deemed necessary and consistent with the mission of the unit.

VI. AUTHORIZED DUTIES OR FUNCTIONS

Community Service Officers are authorized to complete the following functions to support the police department when a sworn police officer is not required in order to fulfill the duty function:

- A. Public event – crowd management
- B. Civic Details
- C. Road Construction detail with traffic assignments
- D. Natural Disaster and other civil defense emergencies or assistance
- E. Search and Rescue Assignments
- F. Other special assignments or events as determined by the Chief of Police

VII. ORDER OF FILLING DETAILS

- A. The Detail Office will fill details by the three lists, in this order:
 - 1. Sworn personnel
 - 2. Community Service Officers (Retired North Kingstown Police Officers)
 - 3. Community Service Officers
- B. The Detail Office will be the primary point of contact for filling details. Extenuating circumstances however may occasionally result in shared efforts of filling details by the Detail Office, Supervisors, and/or their designees. The detail filling officers will fill details via the lists that are maintained by the North Kingstown Police Department. The lists will be rotated and only three dispositions shall be used: Yes (accepting), No (declining), and LM (left message). Any person responsible for filling details will make every reasonable effort to contact the department member/CSO at the number they have listed on the rotation cards.
- C. Sworn personnel have the ability on a first come, first serve opportunity to replace any North Kingstown CSO or outside agency personnel from a previously assigned detail. This changing of assignment cannot be done within twenty-four (24) hours of the detail start time. Any North Kingstown CSO that is removed from their assignment for the reason stated above will have their detail card noted of this change and placed on top of the detail list. Retired North Kingstown Police Officer CSO's are exempt from this provision however they do not have the opportunity of replacing any other CSO.

VIII. DETAIL PROCEDURES

- A. Sign in with the dispatcher – Provide the dispatcher with the cruiser number, (if eligible) portable number, and badge number. Make sure that the dispatcher puts you on the IMC screen.
- B. Sign in on the clipboard – This must be done for all details.
- C. NO CSO IS TO GO OUT ON A DETAIL WITHOUT A PORTABLE.**
- D. ID's – Your North Kingstown Police Department CSO ID must be placed in the basket located in front of the portables. (No licenses or any other form of ID will be acceptable)
- E. Returning from a detail – Advise dispatch that you have cleared your detail, so that you can be taken out of the computer. Return your portable and/or cruiser and pick up your ID.

IX. PAID DETAILS

- A. Community Service Officers upon receiving training will work details on a voluntary basis and will be offered details once the regular police officer list and retired police officer list has been exhausted.
- B. Details will be offered on a rotating basis utilizing the department detail system.
- C. Community Service Officers receive the same hourly and overtime rate for Private details as sworn Police Officers for paid details, with \$5.50 per hour going to the Town of North Kingstown for a processing fee. All Private details shall be paid in two (2) hour increments (i.e. 4,6,8). There is a four-hour minimum paid for Private details. The overtime rate is in effect after eight (8) hours.
- D. Community Service Officers receive the Town detail rate (contact the Detail Office for current rate) for Town (Civic) details worked. Community Service Officers (excluding Retired NKPD CSO's) are required to work a minimum of one (1) Town detail per calendar year. Town details include but are not limited to 4th of July Fireworks, Wickford Art Festival, Parades, and Town Facility (Water Department/Public Works) details. The Town detail rate may be adjusted for specific Town details only with the recommendation of the Chief of Police and approval of the Town Manager.
- E. Community Service Officers who do not work the minimum required Town detail will be removed from the detail list indefinitely.
- F. Payment for details will be made through the town payroll and when practicable on the regular pay day following the biweekly pay period in which the work was performed.
- G. All inquiries about incorrect or missing payment are to be first directed to the detail office and then to the UDC.

X. CONDUCT ON DETAILS

- A. When working as a Community Service Officer, all CSO's will wear the prescribed Uniform of the Day, including the reflective traffic vest. When working with a sworn police officer, the CSO will check with the senior officer to determine what their function on the detail will be. In the absence of a sworn police officer, a CSO will check in with the job site supervisor to determine what function needs to be completed for the shift.
- B. A Community Service Officer will remain on assignment until the completion of the detail or properly relieved. If the CSO needs to leave the detail to use the facilities, the CSO must notify the site supervisor prior to leaving.
- C. Prohibited conduct on details:
 - 1. Unauthorized meals or breaks.
 - 2. Leaving a detail or absence from detail without permission of the site supervisor or without proper relief.
 - 3. Inappropriate comments to anyone on a job site or the general public.
 - 4. Using cell phones unless for necessary communications.
 - 5. Using radios and/or iPods with ear buds.
 - 6. Using portable DVD players, TV's, Etc.
 - 7. Congregating with other detail officers.

8. Sitting in cruisers while working a detail other than to move the vehicle, authorized breaks, or for temporary relief from harsh environmental conditions unless the detail site safety would be placed in jeopardy by the absence of the CSO.
 9. Loitering with construction workers.
 10. Use of alcohol.
 11. Any inattention to duty.
 12. Improper police radio etiquette.
- D. If a Community Service Officer has an immediate need to have a supervisor on the scene of a detail, they should contact the Officer in Charge via Police Dispatch.
 - E. If a Community Service Officer has been found to have violated the rules of conduct, a report will be forwarded to the Chief of Police through the office of the Uniform Division Commander for processing.

XI. CONDUCT IN GENERAL

When representing the North Kingstown Police Department in uniform the following apply:

- A. All CSO's shall report in uniform, fit for duty, and at the correct time and place for work.
- B. All CSO's shall be civil, orderly, diligent, discreet and courteous with the public, other CSO's and Police Officers.
- C. All CSO's shall answer all questions from citizens in a courteous manner, and if, unable to answer, direct the citizen accordingly.
- D. All CSO's shall provide a citizen with their name and identification number if requested.
- E. All CSO's shall be truthful, respectful, honest and courteous in all activities.
- F. All CSO's shall obey all direction from any police officer.
- G. All CSO's shall always be attentive to duty and shall not conduct private business while on any assignment.
- H. All CSO's are to wear the proper uniform attire, to include the hat.
- I. All CSO's will have a yellow vest or shirt that says "Traffic."

XII. USE OF POLICE CARS ON DETAILS

- A. When a police car is requested for a detail, a determination will be made through the Uniform Division Commander or his/her designee as to the authorization of the police car.
- B. If a police car is authorized for the detail, the vehicle may be assigned to Town sworn police officers, and any Town employed CSO at the discretion of the Chief of Police or his/her designee.
- C. When a CSO takes a cruiser for a detail, a vehicle maintenance check must be completed prior to the start of the detail. Any deficiencies or problems will be immediately brought to the attention of the OIC.
- D. Any vehicle that is damaged during a detail event, the vehicle will be not moved from its current location and the OIC will be notified immediately.
- E. Any vehicle repair that is needed during the detail event will be brought to the attention of the OIC as soon as possible.

By Order of:



Patrick Flanagan
Chief of Police



North Kingstown Police Department

8166 Post Road, North Kingstown, Rhode Island 02852

ORDER	EFFECTIVE DATE	NUMBER	ISSUING DATE
GENERAL	December 4, 2017	530.03	November 20, 2017
SUBJECT TITLE		SUBJECT AREA	
INTERACTIONS WITH TRANSGENDER INDIVIDUALS		COMMUNITY RELATIONS	
RIPAC REFERENCE		PREVIOUSLY ISSUED DATES	
		NEW	
DISTRIBUTION	REEVALUATION DATE	PAGES	
ALL PERSONNEL	AS NECESSARY	7	

INTERACTIONS WITH TRANSGENDER INDIVIDUALS

I. PURPOSE

The purpose of this policy and procedure statement is to establish guidelines for the appropriate treatment of transgender individuals who come into contact with and/or require the services of, the North Kingstown Police Department. As police interactions with transgender individuals become more common, it is important that our personnel know, understand and utilize the appropriate nomenclature, preferable manners of address, and be aware of laws as to public accommodations and other poignant issues attendant to this population.

While the act of treating all our citizens with the respect and dignity continues to be fundamental tenets of this department and our officers, the following considerations are simply a codification of existing procedures and practices.

II. POLICY

It is the policy of the North Kingstown Police Department to treat all individuals with dignity, respect, and professionalism. Personnel of this department will not engage in activity that will serve to unduly embarrass, humiliate or otherwise shame transgender individuals whom we come into contact with

III. DEFINITIONS

Gender - The term "gender" shall include a person's actual or perceived sex and shall also include a person's gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the legal sex assigned to that person at birth.

Gender Expression - The actual or perceived identity or behavior of a person as being male, female, a combination of both, or neither. The terms refer both to an individual's self-identification as male, female, a combination of both, or neither, or transgender; and other people's perceptions or interpretations of an individual's gender as male, female, a combination of both or neither, or transgender. Expression includes the outward manifestations of an individual's gender, including the individual's behavior, dress, and appearance.

Gender Identity - Self-perception, or perception by others, as male or female, a combination of both, or neither, and shall include a person's appearance, behavior, or physical characteristics that may be in accord with, or opposed to, one's physical anatomy, chromosomal sex, or sex assigned at birth; and shall include, but is not limited to, persons who are undergoing or have completed sex reassignment.

Transgender - Transgender is an umbrella term, which refers to a variety of individuals whose gender identity or expression diverges from societal expectations regarding how a person of that individual's birth-assigned sex should identify or express their gender.

Female-to-Male ("FTM") or Transgender Man, or Transman – A person who transitions from "female-to-male," meaning a person who was assigned female at birth, but identifies and lives as a male. A "female to-male" individual should be addressed using masculine pronouns (i.e. he, him, his), regardless of surgical status.

Male-to-Female ("MTF") or Transgender Woman, or Transwoman - A person who transitions from "male-to-female," meaning a person who was assigned male at birth, but identifies and lives as a female. A "male-to female" individual should be addressed using feminine pronouns (i.e. she, her, hers), regardless of surgical status.

Intersex individuals - Individuals who, because of their chromosomal make-up or other biological reasons are born with physical characteristics that make their biological sex ambiguous.

Gender non-conforming - Most often refers to individuals exhibiting gender characteristics and identities that are perceived by some to be inconsistent with their sex assigned at birth. They may identify their gender as combining aspects of women and men, or as being neither women nor men.

Cross-dressers - Individuals whose gender identity matches their birth-assigned sex, but who sometimes prefer to wear clothes not traditionally associated with their sex. Most individuals who consider themselves cross-dressers do not wear cross-gendered attire all of the time. The

term "cross-dressers" should not be used to refer to individuals who are living as members of the opposite sex, in accordance with their gender identity.

Transsexual - An older term, that originated in the medical and psychological communities, and which is used to refer to individuals who wish to change, or have changed their birth-assigned sex, through hormones, surgery or other physical procedures. Just as many gay people prefer the term "gay" to the term "homosexual," many transgender people prefer "transgender" to "transsexual." Some transgender people, however, still prefer to use the medical term to describe themselves.

Adopted Name - This is a non-birth name that a transgender individual uses in self-reference. This may or may not be the individual's legal name, and may or may not be the same name that the transgender individual's personal documents (i.e. driver's license, passport, etc.) reflect. Be aware that the use of an adopted name does not automatically equate to an attempt to hide ones legal identify or that the individual is misrepresenting his or herself.

IV. PROCEDURES

A. Forms of Address

1. As always, during verbal discourse with citizens, Officers shall remain professional and speak with the level of decorum that is appropriate for the given situation. Officers shall address transgender individuals by the individual's adopted name. This is true even if the individual has not received legal recognition of the adopted name.
2. In addressing or discussing a transgender person, officers will use pronouns appropriate for that person's gender identity (e.g., she, her, her's for a person who is male-to-female; he, him, his for a person who is female-to-male). If officers are uncertain about which pronouns are appropriate, then officers will respectfully ask the individual as to what is their preferred pronoun.
3. When an individual self-identifies as a transgender person, officers shall not question this identity or ask about the person's surgical status except for compelling and professional reasons that can be clearly articulated.

B. Calls for Service

1. Calls for service or complaints generated by transgender individuals shall be addressed and investigated in a manner that is consistent with all department policies.
2. Officers responding to domestic-violence situations shall respond to transgender individuals in a manner that is appropriate to their gender identity. When responding to a domestic violence call, officers will not automatically determine the batterer and

survivor based on actual or perceived gender identity and/or sexual orientation but rather on an assessment of the particular situation.

C. Field Searches

1. For the purposes of Stops and Frisks, Exigency Searches, Consent Searches, Personal Searches Pursuant to a Warrant and all other lawful searches of a person, officers shall continue to use standard practices and procedures when conducting these searches. In effecting the search of a transgender individual, the search ideally and where possible should be conducted by an officer of the sex who the transgender individual expresses; if the transgender individual presents feminine expression, the search shall be conducted by a female officer. If the individual presents masculine expression, the search shall be conducted by a male officer.
2. If searching officers are uncertain as to the subject's gender expression, then officers will respectfully and in a professional manner ask the individual as to what is their preference is with respect to the sex of the searching officer. At least two officers should be present for these searches when possible. It is understood that the dynamic, fluid and emergent nature of some situations are such that immediate searches are necessary to preserve officer and public safety and to prevent the destruction of evidence. Accordingly, searches may be undertaken by any sex officer where made necessary by these emergent conditions.
3. A search or frisk shall not be performed for the sole purpose of determining an individual's anatomical gender, and transgender individuals shall not be subject to more invasive search or frisk procedures than non-transgender individuals.

D. Transgender Prisoners

1. Transportation

Whenever practical, transgender detainees will be transported alone. When requested by a transgender individual, department personnel of the transgender individual's gender identity or expression, if available, will be present during the transport. In situations with multiple transgender detainees, mass arrests, where a transgender individual's gender identity or expression is unavailable, or where individual transport is not practical, transgender arrestees will be transported by gender classification.

2. Booking

The booking officer and associated staff will process transgender prisoners, including persons held in protective custody and juveniles held in custody, according to normal booking procedures as outlined in 370.03 *Holding Facility*. As always, booking

personnel will conduct the booking proceeding in a manner that preserves the dignity of the detainee without undue embarrassment to him or her. The transgender detainee is to be booked with the appearance that is consistent with the manner in which that individual was arrested.

- a. Removal of clothing, wigs, hair pieces, makeup and other appearance items are not to be conducted from the detainee prior to booking. Removal of appearance items that represent a danger to the detainee in-cell may be effected post-booking and prior to placement in that detainee's cell.
- b. When possible, transgender detainee held pending their booking, shall be temporarily held separate from other detainees in the same manner a juvenile would be separated from adult detainees and male and female detainees are held separately.

3. Booking Searches

- a. All searches of the transgender detainee's person will be conducted by two officers of the gender requested by the transgender prisoner, whenever possible. If two officers of the preferred gender are not available, the search shall nonetheless be conducted by two available officers. If the detainee does not specify a preference, then the search will be conducted by officers of the same gender as the transgender detainee's gender expression (e.g., a female-to-male detainee's expressing no preference should be searched by a male officer). The detainee will also be required to identify their search preference prior to any search which will be documented and witnessed when feasible.
- b. Any detainee who refuses to identify their search preference at booking shall be searched by officers of the same gender as the transgender detainee's gender expression. A booking search shall not be performed for the sole purpose of determining an individual's anatomical gender, and transgender individuals shall not be subject to more invasive search procedure than non-transgender individuals.

4. Gender Classification

- a. For purposes of departmental records and operations, a detainee's gender will be classified as it appears on the individual's government-issued identification card.

Arrestees who are post-operative gender re-assigned are the exception to the government-issued identification card.

- i. Male-to-female will be processed as female.
- ii. Female-to-male will be processed as male.

- b. In the event that a government-issued identification is unavailable, the following criteria will be used in determining gender.
 - i. An arrestee who has male genitalia will be classified as a male.
 - ii. An arrestee who does not have male genitalia will be classified as a female.
- c. In the event a transgender individual objects to any questioning regarding this sexual classification, the officer should explain the need for searching and the officer should attempt not to unduly embarrass the individual by using an inappropriate search method or jeopardize the individual's safety by inappropriate placement in the holding facility.
- d. In the event that there is uncertainty regarding the appropriate classification of a detainee's gender, a supervisor will be consulted for further guidance on the appropriate classification.

5. Conditions during Police Custody

- a. Post booking, transgender prisoners shall be placed into a cell corresponding with his or her gender expression; a transgender individual with feminine gender expression must be placed into the female cellblock area and a transgender individual with masculine gender expression shall be placed into the male cellblock area.
- b. Whenever possible, a transgender detainee shall be held in a cell without other prisoners. All officers and supervisors shall make every effort to ensure that the detainee's held without other prisoners.

6. Medical Attention

- a. In the event a transgender individual requires immediate medical care or medication, including hormone therapy, the individual will be transported to the nearest medical facility to be treated by a physician.
- b. The possession of a needle that is purported to be for hormonal use will not be presumed to be evidence of criminal misconduct, specifically if the person or arrestee has documentation from a physician for being in the process of a sex modification.

7. Transfer of Custody

In all cases where a transgender detainee is turned over to any other authority for processing or holding it is the transferring officer's responsibility to ensure the receiving officer is made aware of the arrestee's status.

8. Confidentiality

All information relative to arrests and police investigations, to include photographs, is to be kept confidential and excluded from public record. The release of information will be conducted in accordance with state law and by the rules and regulations of this department. Improper disclosure of this sensitive information is prohibited and may be subject to disciplinary action.

By Order of:

A handwritten signature in black ink, appearing to read "Patrick Flanagan", written over a light blue horizontal line.

Patrick Flanagan
Chief of Police