

RHODE ISLAND STATE POLICE



Rules & Regulations

Sworn Members

June, 2003

*THE DIVISION OF STATE POLICE
IS AN
AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

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FOREWORD

The Rhode Island State Police was established in 1925 as a law enforcement agency entrusted with the control of traffic, the maintenance of safety on the state's highways, and the investigation and suppression of crime. For over seventy-five (75) years, Division members have tirelessly performed these duties under the able supervision of a succession of noteworthy superintendents. The most recent of these, Colonel Steven M. Paré hereby enacts this document as the official *Rules and Regulations* of the Rhode Island State Police.

The *Rules and Regulations* manual is comprised of four chapters:

- I. Leadership
- II. Conduct and Courtesy
- III. Personal Appearance — Uniforms and Equipment
- IV. Miscellaneous

As a whole, this manual is intended to embody the principles of effective law enforcement which the troopers have come to espouse. The *Rules and Regulations* manual is supplemented in the *Administration and Law Enforcement Operations Manual* which details the specific policies and procedures concerning internal management of the Division.

Members should read these *Rules and Regulations* with the understanding that there may arise unforeseeable circumstances to which no provision of this manual is strictly applicable. The lack of a rule or regulation governing such cases does not mean, however, that a member's conduct may deviate from the superior standards which have been the hallmark of this organization for over three-quarters of a century.

The Superintendent, who is appointed by the Governor and serves at the Governor's pleasure, has authority to interpret the *Rules and Regulations* of the Rhode Island State Police.

CHAPTER I

LEADERSHIP

1. ORGANIZATIONAL MISSION

a. The organizational mission of the Division is distributed among its Patrol, Investigative, and Administrative components.

b. The Patrol component provides basic protection for life and property, promotes highway safety, investigates criminal and non-criminal activities, provides commercial vehicle enforcement, gives assistance to local and other state agencies, maintains order at demonstrations and public events, and makes public service visits to schools and community groups.

c. The Investigative component handles criminal investigations relating to major crimes, illegal narcotics activity, organized crime, financial crime, auto theft, and the processing of criminal suspects and crime scenes by the Criminal Identification Unit. This component also provides assistance to the State Attorney General's Office, and other state and federal agencies conducting long-term investigations.

d. The Administrative component consists of civilian, as well as sworn personnel. It provides Command Staff, comprised of Legal Counsel, Captains, Inspectors, Majors and the Superintendent, with oversight of the Division along with the following sub-divisions: a Training Academy for recruit and in-service training, an Accreditation Unit, a Traffic Services / Planning and Research Unit, a Technology and Communication Services Unit, a Personnel /Fleet Office, a Fiscal Office, a Management Information Systems Section, a Technical Services Section, a Uniform Crime Report Section, a National Criminal Identification Control / Rhode Island Law Enforcement Telecommunications Systems Control Section, a Charitable Gaming Section, a Supply Services office, a Radio Services office, a Missing Children Section, a Legal Office, a Maintenance Unit, and clerical staff.

2. SUPERINTENDENT

a. The head of the State Police shall be the Superintendent who shall be a qualified police administrator. The Superintendent shall be appointed by the Governor and shall serve at the Governor's pleasure.

b. The Superintendent shall hold the rank of full colonel and shall, when in uniform, wear the insignia of that rank.

c. The Superintendent is the head of the State Police with all powers, rights and duties prescribed by law. He/She is responsible for the administration and discipline of the Division and is charged with and responsible for the enforcement and execution of all laws and regulations of the force.

d. Subject to pertinent laws and these regulations, and with the approval of the Governor, the Superintendent has statutory authority to make rules, regulations, and policies consistent with law, for the examination and qualifications of applicants for appointment to the State Police, and for the discipline, control and removal of members and employees. He/She has the authority to promulgate to the Division and all of its bureaus, sections or other units such orders or instructions, written or oral, which are consistent with the law, these regulations, or any orders or instructions of the Governor for the execution of the State Police mission.

3. DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT

a. The Superintendent shall be personally and directly responsible to the Governor for the execution of the State Police mission and for the recruitment and selection procedures, training, discipline, structure, efficiency and morale of the force. The Superintendent shall keep the Governor informed of all ongoing investigations, except where prohibited by law.

b. The Superintendent shall promptly investigate, or cause to be investigated, any complaints or charges brought against the Division or any member or employee thereof.

c. The Superintendent shall appoint various members to serve on personnel evaluation boards, recruit screening boards, commendation boards, and disciplinary hearing boards as may be necessary.

d. The Superintendent may, in his/her discretion, suspend from duty any member or employee of the force for any violation of these regulations or for any insubordination, and in such event, he/she shall promptly proceed with the necessary disciplinary procedures as set forth elsewhere in these regulations.

e. The Superintendent has the authority to assign, detail or transfer any member or employee to or from any unit or assignment, whenever he/she shall deem

such action to be in the best interest of the efficiency, discipline or morale of the Division.

f. The promotion of members and employees is vested in the Superintendent. He/She shall, as far as possible, ensure that only the best qualified persons are promoted and that character, ability, performance, aptitude and depth of experience will determine who is to be promoted.

4. APPOINTMENT AND REMOVAL OF MEMBERS

a. The Superintendent shall appoint members of the Division authorized by the law for terms of three (3) years each, and may remove any member after a hearing, in accordance with the law and these rules and regulations, and no member so removed shall be eligible for reappointment.

b. No person shall be eligible for appointment for the first time by the Superintendent unless that person is a citizen of the United States between the ages of eighteen (18) and forty-five (45) years and shall have passed a physical and mental examination in accordance with the rules of the Division and applicable provisions of law.

5. SUPERIOR OFFICERS

a. A superior officer who shall be the rank of corporal or higher, shall conduct personal inspections at suitable intervals to determine that all assignments are performed as ordered; anticipated results are attained; Division resources are fully employed for the accomplishment of the police mission; and that any apparent needs or operational deficiencies of the Division are revealed.

b. A superior officer shall make an immediate, impartial report to his/her commanding officer relating any incident which he/she is aware of that involves a violation of the law of Division regulation by any subordinate member or employee of the Division. He/She shall similarly bring to the attention of his/her commanding officer any complaint lodged against any member or employee by another person.

c. A superior officer shall make certain that subordinates observe regulations, obey orders and properly execute the details, assignments and functions of the State Police and otherwise maintain high standards of discipline.

d. A superior officer shall not abuse those under his/her command by disrespect for their dignity as human beings.

e. A superior officer shall inspire confidence and industriousness in his/her subordinates by the use of tact in giving orders and by constructively correcting mistakes.

f. A superior officer shall avoid, as far as circumstances may permit, the censuring of a subordinate in the presence of others and he/she shall be fair and impersonal in evaluating the work of subordinates.

g. A superior officer shall be responsible for the development and maintenance of proper professional attitudes of his/her subordinates in their dealings with the public.

h. After the completion of his/her tour of duty, a superior officer shall report to his/her relief officer all the facts and conditions relative to police business that may be necessary so that the relief section coming on duty may know what police action has been taken and what remains to be done.

i. Upon assignment, a superior officer shall assist at, be present for, or conduct shift briefings in accordance with specific orders of his/her commanding officer. A superior officer participating in shift briefing shall be held equally responsible with the superior officer calling the roll for the attendance of all subordinate personnel. He/She shall ensure the fitness for duty of all personnel and shall inspect their uniforms, weapons and equipment. He/She shall be responsible that all special duty assignments, orders or instructions necessary for the proper performance of the police mission are carried out.

j. In addition to the foregoing duties, a superior officer shall carry out all orders and directives issued to him/her on the authority of the Superintendent.

CHAPTER II

COURTESY AND CONDUCT

1. OBEDIENCE TO LAW

a. Members of the Division shall obey the laws of the United States and the State of Rhode Island, ordinances of local jurisdictions, and court orders. If it is proven that a member has violated this rule of conduct, the fact that no criminal prosecution was instituted against the member shall not bar Division disciplinary action. A conviction of the violation of any law shall be *prima facie* evidence of a violation of this rule of conduct.

2. OBEDIENCE TO RULES AND REGULATIONS

a. Members of the Division shall obey the *Rules and Regulations* of the Rhode Island State Police and any amendment or additions thereto. A violation of these *Rules and Regulations*, or of any Division policy, may be sufficient cause for disciplinary action. Ignorance of these *Rules and Regulations* shall not be considered a justification for any such violation.

3. OBEDIENCE TO SUPERIOR OFFICERS

a. Members shall promptly obey all lawful orders given to them by a superior officer. If an order is not understood, it is the responsibility of the member to obtain clarification from the superior officer. Members who are given orders which appear to be in conflict with previously issued orders, rules, or regulations shall respectfully inform the superior officer who issued the conflicting order. The responsibility for the conflict will then be assumed by the superior officer. If the superior officer does not alter or retract the conflicting order, the member shall promptly obey the order.

b. All general or special orders, memorandums, notices or other orders printed upon authorized Division forms, that have been approved by the Superintendent or his/her designee, shall have the force and effect of a Division regulation.

4. ACCEPTANCE OF RESPONSIBILITY

a. Members of the Division shall accept the responsibilities imposed upon them by law as to their duties and authority. They shall preserve the public peace,

detect and arrest violators of the law, prevent crime, protect life and property, and enforce the criminal laws of the State of Rhode Island.

5. REQUESTS FOR ASSISTANCE

a. Every member, regardless of rank or assignment, shall act instantly to protect life, liberty, or property; to enforce all laws and detect the commission of crimes; and to apprehend law violators.

b. When any person requests assistance or advice, makes complaints, or reports either by telephone or in person, all pertinent information shall be properly and judiciously acted upon consistent with established Division procedures.

6. REPORTING VIOLATIONS

a. Members of the Division who observe or who have knowledge of violations of laws, ordinances, rules, regulations, or official orders on the part of another member shall immediately report such incidents to their superior officer.

7. COURTESY

a. Members shall be courteous to the public. They shall be tactful in the performance of their duties, shall control their tempers, exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, members shall not use coarse, profane, or insolent language or gestures, and shall not express any prejudice concerning race, ethnicity, sexual orientation, disability, religious belief, age, gender, politics or similar personal characteristics.

b. Members shall be dignified in appearance and conduct at all times. At times of stress or disaster, despite trying conditions, they shall maintain their composure and perform their duties in a manner which will inspire confidence and respect.

c. When performing any official duty in public or in the presence of other law enforcement officers, members shall address superior officers by rank.

8. CONDUCT UNBECOMING

a. Members of the Division shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Rhode Island State

Police. Conduct unbecoming in a member shall include any conduct that brings or may bring the Division into disrepute or reflects discredit upon the member or impairs the operation or efficiency of the Rhode Island State Police or the member.

9. CONDUCT

a. Members shall maintain a level of moral conduct in their personal and business affairs that is in keeping with the highest ethical standards of the law enforcement profession. Members shall not participate in any incident involving moral turpitude that impairs their ability to perform as law enforcement officers or causes the Rhode Island State Police to be brought into disrepute.

b. To promote this Division's public image of integrity and professionalism, members of the Division shall constantly perform their duties in a responsible, dignified, and professional manner.

10. HARASSMENT AND DISCRIMINATION

a. Members shall not engage in conduct which has the effect of discriminating or harassing other individuals because of race, ethnicity, sexual orientation, disability, religious belief, age, gender, politics or similar personal characteristics.

11. ON-DUTY RELIGIOUS, RACIAL AND POLITICAL DISPUTE

a. While in uniform or on duty, members shall not become publicly embroiled in any religious, racial, partisan political or other controversial dispute in which their stand on the issue could be interpreted as the official position of the Rhode Island State Police.

12. COURT APPEARANCES

a. Whenever a male member of the Division appears before a court or administrative hearing body as a representative of the Rhode Island State Police, he shall be attired in his uniform, or neatly dressed in an appropriate shirt and tie with matching sport coat or suit, and appropriate shoes and socks. However, uniform attire shall not be allowed during Superior Court or U.S. Federal Court appearances without permission of Superior Court and the Attorney General or the U.S. Federal Court and the U.S. Attorneys Office.

b. A female member shall be attired in her uniform or neatly dressed in an appropriate pants suit, skirt and matching blouse or an appropriate dress. However, uniform attire shall not be allowed during Superior Court appearances without permission of Superior Court and the Attorney General or the U.S. Federal Court and the U.S. Attorneys Office.

c. Members are required to attend scheduled court appearances to testify or appear before any court of law, public agency or commission, legislative body, or any other similar forum when notified.

13. USE OF ALCOHOL ON DUTY OR IN UNIFORM

a. Members shall not consume intoxicating beverages while on duty or while wearing any part of the uniform, unless they are required to do so while conducting an investigation under the specific authorization of their commanding officer. Members shall not appear for work, nor be on duty while under the influence of intoxicants to any degree.

14. ABUSE OF ALCOHOL OFF-DUTY

a. Members, while off-duty, shall refrain from consuming intoxicants to the extent that it could constitute unbecoming conduct as described in these rules, or render them unfit to report for duty if they are called back in an emergency. Members shall not consume any alcoholic beverage during the four hours prior to the start of their regular tour of duty.

15. ALCOHOLIC BEVERAGES IN DIVISION FACILITIES

a. Members shall not possess, use, or store alcoholic beverages in any Division facility or vehicle, unless such beverages are being held as evidence.

16. USE OF DRUGS

a. Members directed by competent medical authority to use a prescription drug while on-duty shall inform their superior officer about the medication prescribed if the medication or any side effects affect the ability of the member to carry out their duties. Any duty limitations resulting from the use of the drug shall also be noted. The superior officer shall determine whether the member is able to perform regular duties, be reassigned to other duty, or placed on sick leave.

17. SUSPECTED INTOXICATION

a. If a superior officer has reasonable grounds to believe a member is under the influence of an intoxicating beverage and/or drugs while on duty, the member shall be immediately required to submit to tests to determine intoxication. If a blood sample is required, the member will be taken to a medical facility for extraction of the sample by competent personnel. The time lapse between the initial report of the member's condition and the intoxication tests shall be accurately recorded.

18. GRATUITIES, GIFTS, REWARDS

a. Members of the Division shall not solicit or accept any gratuity or any other item of value where there is any connection, however remote, between such offer or solicitation and the member's position with the Division, except as expressly approved by the Superintendent. Members shall neither directly nor indirectly:

- (1) Solicit or accept any gratuities of merchandise, meals, beverages, or any other item of value which is intended to influence their or any other members' actions in any matter of police business, or which might cast an adverse reflection on the Division or any of its employees.
- (2) Solicit any discounted services or merchandise offered as a result of their employment with the Division, except as expressly approved by the Superintendent.
- (3) Solicit or accept any gift or gratuity from other members if such items would adversely affect the member's law enforcement duties.
- (4) Become financially or otherwise indebted to the extent that work performance is affected.
- (5) Solicit or accept any reward for services rendered in the performance of law enforcement duties.
- (6) Solicit free admission to places of amusement for themselves or others, except as expressly approved by the Superintendent.
- (7) Identify themselves as State Police officers for the purpose of gaining personal advantages or avoiding the consequences of illegal acts performed by themselves or by other individuals.

19. ABUSE OF POSITION

a. Members shall not use their official position, official identification cards or badges for:

- (1) Personal or financial gain for themselves or others.
- (2) Obtaining privileges not otherwise available to them, except in the performance of duty.
- (3) Avoiding the consequences of illegal acts.
- (4) Seeking social contacts under official pretenses.

b. Members shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Superintendent.

c. Members shall not authorize their names, photographs, ranks or official titles which identify them as members of the Rhode Island State Police for use in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Superintendent.

20. PERMITTING ILLEGAL ACTIVITIES

a. Members of the Division shall not authorize any individual to violate any law, ordinance, or court order under any circumstance. When an individual requests permission to perform an act of questionable legality, the member shall inform the individual that he/she cannot authorize anyone to breach the law.

b. Members shall not create the impression that an individual may violate the law as long as the Division does not learn of the violation.

21. INSUBORDINATION

a. Insubordination or disrespect towards superior authority is strictly prohibited. Insubordination is defined as a failure to recognize the authority of any superior officer by disrespect or by disputing the superior officer's lawful order.

b. Members shall not publicly criticize the Division, its policies, or other employees in speech, writing, or other forms of expression. This provision is not intended to preclude the exercise of members' rights under state and/or federal law.

22. SALUTING

a. A member is required to render the hand salute to a superior commissioned officer only at the first meeting of the day.

b. Members who are driving a vehicle are not required to salute.

c. During an inspection, all members present will stand at attention, but only the Patrol Commander, or in the Patrol Commander's absence, the highest ranking officer will salute the Inspecting Officer.

d. Members shall render the hand salute to the Governor of the State of Rhode Island in the same fashion and under the same circumstances as the salute is rendered to a commissioned officer, whether the member is in uniform or plainclothes.

e. In the event of an inspection by the Governor of the State of Rhode Island, the member who first sees him will call "Attention." All members present will come to attention and the senior officer alone will salute.

f. Saluting the Colors — National colors are entitled to the salute. A uniformed member salutes the colors with the hand salute. If indoors and uncovered, a member rises to attention facing the colors. A member not in uniform or a civilian facing the colors removes his/her headdress with the right hand and holds it against his/her left shoulder.

g. National Anthem — Whenever the National Anthem is played, all persons should come to attention and face the flag if it is displayed; if no flag is displayed, they should face the music. Personnel in uniform and covered will salute at the first note of the music and hold the salute until the late note. If uncovered and indoors, the salute is not rendered.

23. SOLICITING PERSONAL ADVANCEMENT

a. Members shall not solicit the intervention or influence of persons outside the Division for the purpose of obtaining a promotion, advancement, change of assignment, change of duty station or to avoid discipline, for themselves or any other member.

b. Any such attempt to solicit outside aid, whether for purposes of securing personal advancement or avoiding discipline, shall be considered equivalent to insubordination and shall be treated accordingly.

24. ENDORSEMENTS AND REFERRALS

a. No member shall recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service or commercial service. In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, members shall proceed in accordance with established State Police procedures.

25. CONFLICT OF INTEREST STATEMENT

a. Members shall have no interest, financial or otherwise, direct or indirect, nor shall they engage in any business, transaction, or professional activity, or incur any obligation of any nature, which is in conflict with the proper discharge of their duties in the public interest.

b. Members shall have no interest or association, financial or otherwise, direct or indirect, with organized crime or any other illegal activity, or with any individual and/or business in any way associated with organized crime or any other illegal activity.

c. All members, including the Superintendent, may be required to complete, sign and file with the Office of the Superintendent, a financial statement as prescribed by the Superintendent, the contents of which shall not be in conflict with the requirements of the Rhode Island Code of Ethics Law, R.I.G.L. § 36-14-16.

26. USE OF TOBACCO OR GUM

a. Members may not use tobacco in any form or chew gum when performing any official duty in direct or immediate contact with members of the general public. When permitted to use tobacco or gum, members must do so in a manner that will not offend others or deter from the Division's public image. Furthermore, as the Division promotes a smoke-free workplace, smoking in any Division facility, building, vehicle or office is prohibited.

27. PAYMENT OF DEBTS

a. Members shall not undertake any financial obligations which they know or should know they will be unable to meet, and shall pay all just debts when due. Depending upon circumstances, instances of financial irresponsibility, bankruptcy, and/or repeated instances of financial difficulty may be cause for disciplinary action. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken. Members shall not co-sign a note for any superior officer or another member unless related by blood or marriage.

28. RELATIONS WITH DIVISION EMPLOYEES

a. Members shall never behave disrespectfully or use threatening or insulting language toward any other employee. Members shall not draw or lift a weapon toward, offer violence against, nor strike or attempt to strike any other employee.

b. In their dealings with employees, all members shall act in a professional, respectful manner befitting individuals who share the common goal of safeguarding lives in the public interest.

29. POLITICAL ACTIVITY RESTRICTIONS

a. No member shall, directly or indirectly, solicit, receive or be in any manner concerned with giving, soliciting, or receiving any assessment, subscription, or contribution for any political party or political purpose whatsoever. No member shall, orally or by letter, solicit or in any manner be concerned in soliciting any assessment, subscription, or contribution for any political party purpose whatsoever from any person holding a position in the State Police. No member shall seek political office. No member shall accept appointment to any public office, board, commission, tribunal or other similar body without the expressed approval of the Superintendent; nor shall any member take any part in political management of affairs or in political campaigns. A member in his or her capacity as a private citizen is free to hold membership in and privately support a political party, to vote as he or she chooses or to express his opinion on any political subject or candidate, or to maintain political neutrality, or to attend political meetings as a private citizen.

30. SUBVERSIVE ORGANIZATIONS

a. No member shall aid, assist, or be a member of any organization which advocates violence or the overthrow of the government by force, or which is deemed by the Superintendent to be detrimental to the Rhode Island State Police or to the security and well-being of the State of Rhode Island or the United States of America.

31. ASSOCIATIONS

a. All members of the Division shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are under criminal investigation or indictment, or who have a reputation in the community or the Division for present or past involvement in felonious or criminal behavior. Such associations may be permitted when necessary for the performance of official duties or where unavoidable because of family relationships with a Division member.

b. It is the duty of every member to familiarize himself/herself with the activities and descriptions of prominent and habitual criminals throughout the area.

32. VISITING PROHIBITED ESTABLISHMENTS

a. No member of the Division shall visit, enter, or frequent any establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated or suspected by the police of being regularly violated; nor shall any member visit, enter, or frequent any establishment where persons known to be or suspected of being criminals are known to frequent, except in the performance of duty or while acting under proper and specific orders from a superior officer.

33. LOITERING

a. A member, when on duty, may enter or frequent a public place only for the purpose of transacting official business or taking an approved rest break or a regular meal.

34. ENTERING LIQUOR ESTABLISHMENTS

a. A member, when in uniform, shall not enter any place in which intoxicating beverages are furnished or sold, except in the performance of official duty requiring such action. The provisions of this regulation do not apply to uniformed members entering a restaurant or other food establishment that serves intoxicating

beverages incidental to food services, when such employees are taking an approved rest break or a meal during their tour of duty.

35. GAMBLING

a. No member of the Division shall participate in any form of gambling while on duty or in uniform, or while in any Rhode Island State Police post, vehicle, or other facility.

b. No member shall participate in any form of illegal gambling at any time except in the performance of duty and while acting under direct and specific orders from a superior officer.

36. CARRYING UNAUTHORIZED ARTICLES

a. Members of the Division who are on duty shall not carry books, magazines, newspapers, radios, televisions, packages, or any other article which may hamper the performance of their duties, except when necessary in the performance of duty.

37. REPORTS

a. Members shall complete and submit all reports on time and in accordance with established Division procedures. No member shall knowingly enter or cause to be entered any inaccurate, false, or misleading information on a report.

38. TRUTHFULNESS

a. Members of the Division will speak the truth at all times and under all circumstances. In cases in which he/she is not allowed by the regulations of the Division to divulge facts within his/her knowledge, he/she will decline to speak on the subject. Members shall also be truthful and honest in dealing with fellow members or members of the public.

b. Upon the order of any superior officer, members shall truthfully answer all questions asked of them which are specifically directed to the scope of employment and operations of the Division.

c. Members will truthfully state the facts in all reports as well as when he/she appears before any judicial, departmental, or other official investigation, hearing, trial, or proceeding.

39. FALSIFICATION OF EMPLOYMENT APPLICATION

a. The integrity and high ethical standards of the Rhode Island State Police must be maintained; therefore, no person shall procure or retain employment by willfully misrepresenting their qualifications, character, reputation, or physical or mental condition.

40. DERELICTION OF DUTY

a. Members of the Division, while on duty, shall at all times remain alert and ready to respond to any situation requiring police action. While on duty, members shall not sleep, conduct personal business, attend to personal pleasures, engage in idle conversation or gossip, or take part in any other activities which would cause them to neglect or be inattentive to duty. It is the obligation of all members to devote their on-duty time to official matters only. Therefore, members shall not engage in private business while on duty.

41. NEGLECT OF DUTY

a. Members shall not sleep or engage in any activities or personal business that would cause them to neglect or be inattentive to duty.

b. Members shall not read books, magazines, newspapers, or other materials while on duty, except as may be required in the performance of duty. Where reading such materials is required in the performance of duty, members may not read the materials while on patrol or while otherwise in public view.

c. Members must immediately notify their superior officer if they are unable to continue to perform their duties or will be unable to report for duty as scheduled or assigned.

42. UNSATISFACTORY PERFORMANCE

a. Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Division. Unsatisfactory performance may be demonstrated by an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the member's position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving

police attention; or absence without leave. In addition to other indicators of unsatisfactory performance, the following shall be considered *prima facie* evidence of unsatisfactory performance: repeated poor evaluations or a record of repeated or numerous infractions of rules, regulations, directives, or orders of the Division.

43. PHYSICAL AND MENTAL CONDITION

a. All members of the Division shall keep themselves in such physical and mental condition as will enable them to readily perform any duties customarily assigned. When a member's physical and mental condition is such that he/she cannot efficiently perform those duties assigned to similar ranks or positions, it is the duty of the commanding officer to notify the Superintendent accordingly.

44. SUBJECT TO CALL

a. Off-duty members may be called back to work at any time. Members are responsible for furnishing their commanding officer with a list of places and phone numbers where they may be reached while on vacation or if they are temporarily staying at a location other than their residence. Members are responsible for promptly reporting changes of address and telephone numbers.

b. Although certain workday hours are allotted to every member of the Division for the performance of specific workday duties, a member of the force may be required to return to an "on-duty" status at all times for the preservation of the peace and the protection of life, liberty and property. A member shall be prepared at all times and under all circumstances to immediately perform a police duty whether or not the member is in uniform or off workday duty whenever the member is cognizant of a need for police service. A member of the Division shall be fit for duty at all times except when carried on "sick" or "injured" report.

45. NOTIFICATION OF ILLNESS OR INJURY

a. Members who know they will be unable to report for duty due to illness or injury shall immediately notify their commanding officer (or ensure such notification), advising of the nature of the illness, where they will be recuperating, and the expected date of return to duty. The commanding officer shall also be advised of a change in any of the above which may occur after the original notification is given. Upon return to duty from sick leave, members may be required to supply a doctor's note certificate stating physical ability to return to work.

b. Members injured while on duty shall report such injuries to their commanding officer as soon as possible, and shall comply with such provisions of existing regulations pertaining to such injuries. Members who become ill while on duty and find it necessary to leave an assigned post or duty shall report this fact to their commanding officer before leaving the assignment or post.

c. Sick leave shall be determined by the Superintendent and may in his/her discretion be extended accordingly.

46. MEMBERS ON SICK OR INJURED REPORT

a. Members who are carried on sick or injured report are required to remain in their homes, unless they are given specific authorization to leave by a superior officer, or unless they must leave the home for purposes of obtaining necessary medical care.

b. Members on extended Sick Leave may be exempt from Section 46 a.

47. FICTITIOUS ILLNESS OR INJURY REPORTS

a. Members shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any member of the Division as to the condition of their health.

48. LEAVING DUTY POST/ASSIGNMENT

a. Members shall not leave their assigned duty posts during a tour of duty, except when authorized by proper authority.

b. Members on patrol shall remain in their assigned patrol areas while on duty, unless they are in pursuit of a suspect, dispatched elsewhere, or given permission to leave by a superior officer, or in case of an emergency.

49. REST PERIODS/MEALS

a. Approved rest breaks shall not be taken during peak traffic periods, during times of emergency, or at any other times prohibited by the superior officer.

b. No more than two members on duty shall be present at the same restaurant/coffee shop at one time, except with the approval of a superior officer. This shall not preclude the right of the other officers to contact them.

c. Members shall display a willingness to be of assistance to the public during rest periods and meals. Members may stop for coffee breaks only at locations within their patrol area. Members may not stop at any location prohibited by the Superintendent.

d. The patrol vehicle shall be properly parked and, when possible, shall be positioned to facilitate safe and easy departure in cases of emergency. Keys shall not be left in unoccupied patrol cars during coffee stops or at any other time. No attempt shall be made to hide the vehicle.

50. TREATMENT OF PERSONS IN CUSTODY

a. No member shall mistreat any persons who are in custody. Members shall handle persons in custody in accordance with the law and established procedures.

51. BAIL OR BOND FOR PERSONS ARRESTED

a. No member shall furnish bail or bond for any person who has been arrested, except for members of his/her immediate family.

52. PROCESSING PROPERTY AND EVIDENCE

a. Property or evidence which has been discovered, gathered, or received in connection with Division responsibilities shall be processed and disposed of in accordance with established Division procedures. Members shall not manufacture, conceal, falsify, destroy, remove, tamper with, or convert to their own use, any property or evidence, except in accordance with established Division procedures.

53. INTERFERENCE WITH LEGAL PROCESSES: UNAUTHORIZED INVESTIGATIONS

a. Members shall not interfere with cases assigned to other members for investigation, nor shall they interfere with any arrest or prosecution brought by other members, persons, or agencies without authorization of a superior officer.

b. Members of the Division shall not undertake any investigation or other official action outside their regular duties without obtaining permission from their commanding officer, except in exigent circumstances.

54. RECOMMENDATIONS REGARDING DISPOSITION OF CASE

a. Members shall not make any recommendation to any court or other judicial agency regarding the disposition of a pending criminal court case. Members shall refrain from making any recommendation or comment that might tend to reflect the Division's official approval or disapproval of another such agency's action.

55. INTERFERENCE WITH DISCIPLINE

a. No member shall exert or attempt to exert any influence on any of the participants in a Division disciplinary procedure, except as expressly provided by regulation.

56. TESTIFYING IN CIVIL CASES

a. Members shall not testify in any civil case in which the Rhode Island State Police may have an interest without specific prior approval from the Superintendent, unless they are a party to the action or have been legally summoned to testify.

57. CRIMINAL CASE TESTIMONY

a. Members appearing for the prosecution shall not publicly discuss the testimony which they will give in any criminal court action, nor shall they sign any statements concerning any criminal case for a person not officially connected with the Division, except at the direction of official agencies such as the prosecuting official having jurisdiction of the case. Members subpoenaed by the defense in a criminal case shall contact the prosecuting attorney handling the case prior to the trial.

58. DISSEMINATION OF INFORMATION

a. Members shall treat the official business of the State Police which is not considered a public record as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established procedures. Members will assist any member of the public who visits any Barracks/Bureaus/Units and requests public information. The member will show the visitor the Procedures for Access to Public Records booklet and give a Public Records Request Form if so requested. Members shall not divulge the identity of persons giving confidential information except as authorized by the Superintendent.

59. PUBLIC PRONOUNCEMENTS

a. Although employees of the Rhode Island State Police are encouraged to participate in community activities, including public speaking events, it must be remembered that the Superintendent has the ultimate responsibility for formulating and interpreting Division policies and procedures. Members of the Division must therefore have authorization from the Superintendent or designee before engaging in public speaking on behalf of the Division.

b. Members, while engaged in community relations activities or public speaking events, shall be responsible for accurately relating Division policy as outlined in these *Rules and Regulations* and other Division procedures.

c. This article shall not be interpreted to deprive members of any first amendment rights as citizens to comment on matters of public interest.

60. ATTENDANCE AT PUBLIC FUNCTIONS

a. Members are prohibited from attending any of the following functions while on duty without prior approval of their commanding officer, unless their attendance has been requested as part of their official duties:

- (1) Court trials and hearings.
- (2) Public hearings, city/town council meetings, legislative sessions, political events, etc.
- (3) Union meetings.
- (4) Public demonstrations.

61. SEEKING PUBLICITY

a. Members shall not directly or indirectly seek publicity for themselves through the press, radio, television, or other news media; nor shall they furnish information to same for the purpose of gaining personal recognition.

62. IDENTIFICATION

a. Members shall carry their identification cards on their persons at all times, except when impractical or dangerous to their safety or to the success of an

investigation. They shall furnish their badge number to any person requesting that information when they are on duty or while portraying themselves in an official capacity, except when the withholding of such information is necessary for performance of police duties or is authorized by a superior officer.

63. CARE AND MAINTENANCE OF DIVISION PROPERTY, EQUIPMENT AND VEHICLES

a. Members shall maintain, in good condition, all property and equipment assigned to them or under their control. They shall immediately report to their superior officer any loss or damage of Division property, equipment or vehicles assigned to them or under their control. They shall also notify their superior officer of any defects or hazardous conditions existing in any property or equipment assigned to them. In those cases where state property is found bearing evidence of damage which has not been reported, the last person using the property, equipment, or vehicle will be held responsible for said damage.

b. A member shall not appropriate for his/her own use any lost, found, or stolen property nor convert to his/her own use any property of the State of Rhode Island or property held by the Division for evidence.

64. OPERATION OF OFFICIAL VEHICLES

a. Members shall operate official vehicles in a careful and prudent manner and shall obey all state laws and the *Rules and Regulations* of the State Police pertaining to such operation. Loss or suspension of any driving license shall be reported immediately.

65. ACCIDENTS INVOLVING POLICE VEHICLES

a. Whenever a member of the Division is involved in an accident while operating a police vehicle, he/she shall immediately notify his/her superior officer.

b. A superior officer shall investigate said accident and complete all related reports.

c. The superior officer of the member involved has the responsibility of notifying the Field Operations Major without unreasonable delay.

d. In the case of a collision involving serious injury, the District Commander shall immediately notify the Field Operations Major.

66. RESPONSIBILITY FOR DIVISION VEHICLE

a. Except in emergencies or other unusual situations, the operator of the Division vehicle shall lock the ignition and the doors and remove the key from his/her vehicle when leaving it unattended.

67. EXPENDITURE OF STATE FUNDS

a. Expenditures of money shall not be made or liability incurred in the name of the Rhode Island State Police by a member unless previously authorized in the manner prescribed by law or regulation.

68. VIOLATIONS

a. Violations of these *Rules and Regulations* or of any policy, procedure, directive, order, or command given lawfully by superior authority, may be grounds for disciplinary action. Appropriate disciplinary action will be determined by the Superintendent or designee.

b. The Superintendent has the authority to convene a Disciplinary Hearing Board. The Hearing Board will consist of two members appointed by the Superintendent. The member charged with the violation will have the right to counsel throughout the hearing. A representative of the member's collective bargaining unit may also participate, in accordance with the collective bargaining agreement then in effect.

c. Throughout its review of the case, the Board may admit any evidence which it determines to have any value toward the proper adjudication of the case. The Board will administer an oath to all witnesses. The Board may question all witnesses, including the member charged with the violation.

d. Both the Division and member will have the right to present their cases and to cross-examine any and all witnesses. A stenographic record of the proceedings will be kept.

e. Upon completion of the hearing, the Board will render a written opinion of its findings and, where appropriate, will recommend disciplinary action to the Superintendent.

f. All recommendations by the Board to the Superintendent will be advisory in nature. The Superintendent retains the authority to implement or not to implement the recommendations of the Hearing Board, at his/her discretion. The Superintendent may sustain, reduce, or increase any disciplinary action recommended by the Hearing Board. The Superintendent will notify the accused member of his/her decision.

69. CRITICISM OF THE CRIMINAL JUSTICE SYSTEM

a. The Division shares responsibility with the judiciary, prosecutors, and other law enforcement agencies in the criminal justice system. Cooperative and harmonious working relationships are essential and may be impaired by unnecessary criticism of others. For that reason, employees should be aware that comments they make might be interpreted as being critical of law enforcement, prosecuting agencies, or individual members of the judiciary. This article shall not be interpreted to deprive members of any first amendment rights as citizens to comment on matters of public interest.

70. PROHIBITED ACTION DURING SUSPENSION

a. Suspended employees are subject to all of the *Rules and Regulations* of this Division. They shall not wear any part of the official uniform or act in the capacity of, or, represent themselves as, employees of the Division in any manner.

71. KNOWLEDGE OF POLICE DIRECTIVES

a. All sworn employees are responsible for knowing and understanding all Division regulations, policies, and directives. It is the responsibility of the sworn employee to seek clarification of any order or material which is not clearly understood.

72. REPORTING FOR DUTY

a. Every sworn member will report for duty and be present at the time and place specified by his/her Superior Officer. The sworn member will be properly equipped with the regulation weapons, equipment, and prescribed uniform or business attire.

b. Members reporting for duty must be physically and mentally fit to perform all police duties.

73. SECURITY OF FIREARMS

a. A sworn member is responsible for the safekeeping and security of his/her firearm at all times. A sworn member will not leave his/her firearm unattended and unsecured. When a firearm is left in a police locker, the sworn member will ensure that the locker is properly secured.

74. QUESTIONS OF CITIZENS

a. Members of the Division will answer questions from citizens in a courteous manner and, if unable to provide an answer, will make every effort to obtain the answer for the citizen, avoiding argument and unnecessary conversation. A member will give his/her badge number in a courteous manner to any person who requests it.

75. AWARENESS OF ACTIVITIES

a. Upon returning from any absence from duty, every member will familiarize himself/herself with all new regulations, policies, memoranda, and all matters concerning his/her assignment.

76. GENERAL KNOWLEDGE AND PERFORMANCE

a. Every member will familiarize himself/herself with all the laws, statutes, ordinances, and regulations necessary for the proficient execution of his/her duty as a police officer.

77. KNOWLEDGE OF THE STATE

a. Members will familiarize himself/herself with the geography of the state, including routes of public transportation, the location of streets, highways, bridges, public buildings, and places, hospitals, courts, transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by superiors from time to time.

78. CIVIL SUITS FOR DAMAGES OR INJURIES

a. No member will prosecute or enforce any claim against any person for injuries or damages while on duty until he/she has notified the Superintendent of his/her intention. In the event of such recovery for damages claimed, the member will

reimburse the state for wages and medical expenses paid by the state while he/she was in an "off-duty injured" status, in accordance with state law.

79. BEARING

a. A member will carry himself/herself in a professional manner as befits an officer of the law. Slouching in public view is prohibited.

80. MARKING OR ALTERING DIVISION NOTICES

a. A member will not mark, alter, mar, or deface any printed or written notice, memorandum, general order, or directive relating to police business. A member will not mark, alter, mar, or deface any notice posted on any bulletin board or blackboard maintained by the Division. All notices of a personal nature and/or of a derogatory character regarding any member or unit of the Division are prohibited.

81. STATEMENT CONCERNING LIABILITY

a. A member will not make any oral or written statements to anyone concerning liability in connection with the operation of police vehicles or performance of other duties, unless specifically authorized to do so by the Superintendent.

82. RELEASE OF TELEPHONE NUMBERS AND STREET ADDRESSES

a. No member will release to the public or any public agency the home or personal telephone numbers and street addresses of any sworn/civilian member of the Division without authorization.

83. WEARING OF THE DIVISION UNIFORM

a. As a quasi-military organization, the Rhode Island State Police requires uniformity of attire and proper grooming among its members. The image of a well-groomed, properly uniformed force is one which will inspire confidence and respect among the general public. To achieve this effect, the uniform of the Rhode Island State Police is of superior design and quality, without equal among police organizations. The basic uniform has remained largely unchanged since the inception of the force, and is thus a symbol of this organization's long-standing tradition of dedicated public service. When a member wears the uniform of the Rhode Island State Police, he/she wears the symbol of the outstanding reputation this force has gained during its years of tireless devotion in the public interest.

b. The official uniform of the Division of State Police shall consist of the items and articles described below from which the "uniform of the day" will be prescribed as occasion demands, together with such additional accessories and equipment as the Superintendent may hereafter adopt and prescribe. Insignia, badges, service stripes, decorations, firearms, other equipment and parts of the uniform itself shall be worn as prescribed by Division policy, and no item may be worn unless it has been specifically authorized by the Superintendent.

c. The uniform and accessories shall be kept clean and in good repair at all times. Faded or threadbare items of uniform clothing shall not be worn as part of the uniform. Trousers (or breeches), blouses and shirts shall be of the same color and shade.

d. The uniform hat shall be set squarely on the head in military fashion, not tilted to the side nor worn on the back of the head.

e. All members in uniform shall wear the uniform hat when in public, while operating a Division vehicle, or while a passenger in a Division vehicle.

i. Members operating specialty vehicles are not required to wear their uniform hat, however, the uniform hat must be worn upon initiating a motor vehicle stop and while out of the vehicle.

ii. Requests for exemptions to wearing the uniform hat while operating a motor vehicle shall be made to the Major – Field Operations.

1) Requests for medical exemptions shall include an explanation for the basis of exemption and a certified medical physician's opinion stating that the member is medically prohibited from wearing the uniform hat in a Division Vehicle.

2) Requests based on physical size limitations that prohibits a member from wearing the uniform hat inside a Division vehicle shall include an explanation for the basis of exemption. Furthermore, the member will be required to demonstrate to the Major – Field Operations or his/her designee that it is physically prohibitive to wear the uniform hat inside a Division vehicle. The Major – Field Operations shall then make a determination whether to grant this exemption.

f. The uniform may be worn off duty to represent the Division only with the express approval of a member of the Division Command Staff.

84. PERSONAL APPEARANCE

a. Members shall be neat, clean, well-groomed and present a professional appearance at all times while on duty.

b. General Regulations for Personal Grooming — Male and Female

(1) Hair will be neatly trimmed, clean and combed or brushed in such a manner that all Division headgear (emergency, protective and uniform), of a size commensurate with the head size, may be worn.

(2) The length, bulk or appearance of a member's hair shall not be excessive, ragged, shabby, bushy, unkempt or neglected.

(3) Hair may not be worn in braids, ponytails, cornrows, or in a Mohawk style.

c. Hair Regulations — Males.

(1) Hair on the forehead shall be groomed so that it does not fall within one inch of the eyebrows and will not extend below the band of properly worn headgear.

(2) Hair on the back and sides of the head shall be cut in a tapered style so that the hair conforms with the general shape of the head.

(3) Hair will not extend over the shirt or coat collar when the member is standing with the head in a normal posture, and will not be grown to a length greater than one-half inch at the base of the back of the head. Hair must be neatly tapered.

(4) Sideburns may not extend below the lowest part of the exterior opening of the ear, not flared, of even width and ending with a clean-shaven horizontal line.

(5) Hair may not cover any part of the ears nor shall the hair (when normally combed) extend outward from the skull to a depth greater than that measured by the outward protrusion of the ears.

(6) Members are prohibited from growing beards, mustaches, or facial hair of any description unless authorized as part of their official duties.

d. Hair Regulations — Females

(1) Hair may not be worn longer than the bottom of the collar on the back of the head, and to the bottom of the earlobe on the sides. The total length will not interfere with the normal wearing of Divisional headgear.

(2) A bun or twist will be permitted on the top or back of the head, provided it is worn in a neat manner and does not interfere with the wearing of Divisional headgear.

(3) No ribbons or ornaments shall be worn in the hair except for inconspicuous bobby pins or conservative barrettes which blend with the hair color.

e. Jewelry/Body Art

Any jewelry worn on duty by a member not in uniform must portray a professional appearance and be content neutral unless otherwise authorized for undercover or other authorized assignment. Earrings, necklaces and other forms of jewelry that, due to size or design, may cause injury, be disruptive or present an offensive or intimidating impression, or otherwise interfere with law enforcement actions, shall not be worn on duty. No unauthorized jewelry may be worn on a Division uniform. No body piercing, tattoos, or other body art may be visible while in Division uniform or on duty if not in uniform. This regulation does not prohibit the wearing of religious jewelry underneath a uniform or non-uniform clothing, provided however, that the restriction on visible tattoos shall not apply to any Division member with a pre-existing tattoo as of July 1, 2002.

f. Cosmetics

Female members may wear cosmetics provided that they are natural-looking and match the natural skin color of the individual. Fingernail polish, if worn, must be clear. The wearing of false eyelashes, or excessive lipstick or mascara, is prohibited.

g. Non-Uniform Attire — Males

Male members of the Division who are not required to wear a uniform on the job must be neatly dressed in an appropriate shirt and tie with matching sport coat or suit, and appropriate dress shoes and socks. Members must be cleanly shaven and neatly groomed in accordance with the foregoing regulations concerning personal grooming.

When authorized, other forms of non-uniform attire are acceptable for undercover and/or surreptitious investigations.

h. Non-Uniform Attire — Females

Female members of the Division who are not required to wear a uniform on the job must be neatly dressed in an appropriate skirt, slacks and matching blouse or an appropriate dress, and appropriate dress shoes. Members must be neatly groomed in accordance with the foregoing regulations regarding personal grooming. When authorized, other forms of non-uniform attire are acceptable for undercover and/or surreptitious investigations.

CHAPTER III

MISCELLANEOUS

1. TELEPHONE REQUIREMENT

- a. All members will maintain a telephone at his/her residence.

2. DIVISION LETTERHEAD

- a. Use of Division letterhead for private correspondence or sending official correspondence out to the Division will not be allowed without permission of the Superintendent. No sworn/civilian member will send any written communication about police business to any person, firm, or other law enforcement or public agency without the consent of his/her superior officer.

3. FUNERAL DETAILS

- a. As soon as the NCO/senior member is notified of the assignment he/she is to contact the funeral home for directions and find out when the procession is leaving the funeral home for the place of worship. If a Division member is assigned to a funeral detail and this assignment creates a conflict in the assigned Division member's religious belief, he/she shall immediately contact their supervisor.

- b. Members assigned to the funeral detail shall arrive in a clean, marked cruiser or cycle. Members shall have their leather and brass highly polished and ensure they are properly groomed. The Division funeral fourragere shall be worn on the left shoulder placing the thicker braiding over the shoulder patch and the thinner braiding under the arm.

- c. Members will arrive at the funeral home one-half (1/2) hour prior to departure from the funeral home and check in with the funeral director. The NCO/senior member will speak to the funeral director to determine the desired speed of the funeral procession. If the funeral director requests that a member of their staff ride in the lead cruiser of the funeral procession, this request will be honored. Members shall remove their hats when entering the funeral home. Members will sign the attendance book and proceed to the casket and pay proper respect to the deceased. The NCO/senior member will approach the line of family members first and state "On behalf of the Superintendent and members of the Rhode Island State Police, we offer our condolences to you and your family."

d. Members will speak to the funeral director and position their cruiser/cycle at the lead of the funeral procession then take a post on either side of the doorway where the casket will be brought out. Members will stand at attention when the family and friends begin to exit the funeral home. Members assigned as a motorcycle escort will wear their motorcycle helmets, if they have no other cover, when standing posted as an honor guard. Troopers will remain posted until the casket has been put into the hearse. If the deceased is a former military member, law enforcement officer or special dignitary, the NCO/senior member will advise the detail to "Present arms" and then "Order arms" as the casket passes.

e. Members will escort the funeral procession to the church then take a post on either side of the church entrance standing at attention and follow the procedures above in section d.

f. Members will go into the place of worship and attend the Mass/Service.

g. At the conclusion of the Mass/Service, funeral detail members will again take a post on either side of the place of worship entrance standing at attention and following the procedures above in section d.

h. Members will escort the funeral procession to the cemetery/chapel for the burial service and take a visible position near the casket, but will not interfere with family or friends paying their respect.

i. Members are then to secure from the detail.

4. FLAG PROCEDURES

a. The United States of America and State of Rhode Island flags will be flown at all Division barracks and the Headquarters Complex during daylight hours. Flags will be removed during inclement weather and/or at dusk unless continuous light sources are utilized to illuminate the flags and the flags are all weather flags.

b. The United States of America flag will be flown at half-mast only at the direction of the President of the United States of America.

c. The State of Rhode Island flag will be flown at half-mast only at the direction of the Governor of the State of Rhode Island.

5. **RESIDENCY REQUIREMENT**

a. Upon appointment to the Division of State Police, and until retirement, sworn members are required to make their residence in the State of Rhode Island.

b. Residence shall be defined as a member's fixed and true domicile where they intend to reside for an indefinite period.