

North Kingstown Police Department



Vision Statement

We envision the North Kingstown Police Department as the benchmark of professionalism and leadership, not only in Southern Rhode Island, but statewide.

Mission Statement

The mission of the North Kingstown Police Department is to ensure that police services are delivered in an effective and efficient manner - providing a quality of life for all residents and visitors that are free from the threat or fear of crime impacting their lives. This mission is accomplished by employing contemporary methods and techniques, while remaining ever vigilant of the need to operate with the utmost regard for customer service.

Values Statement

These values are what make a North Kingstown Police Officer what he or she is. They are simple yet very important, and are the foundation upon which the North Kingstown Police Department stands to provide – professional service to all.

- Honesty - The single most reliable mark of an officer's value. Honesty is dealing in a straightforward and open manner with all members of the public and the department.
- Integrity – the integration of outward actions and inner core values. A person of integrity is the same on the outside and on the inside. Such a person can be trusted because he or she never veers from inner core values.
- Professionalism - Being professional means being punctual, courteous, prepared and well groomed. It also means having and showing respect for every person officer encounters.
- Dedication – spending whatever time or energy is necessary to accomplish the task at hand, complete and wholehearted devotion.



POLICY AND PROCEDURE MANUAL

The North Kingstown Police Department, in furthering its commitment to professionalism, presents its newly compiled *Policy and Procedure Manual* for 2010. The last, official compilation of a *single* manual was entitled, *Police Manual: Rules and Regulations, North Kingstown Police Department*. This manual, as issued to all Department employees, served its purpose for years; however, as the Department further professionalized, and the content and quality of its policies increased, the manual soon outdated itself. Since a single manual was no longer maintained and issued to each employee, the Department simply compiled its written directives within *year* or *type-specific* binders, maintained at the Communications Center and other, selected offices throughout the police station. While certainly complete and accessible, this system lacked the benefits of an *individually assigned, single* manual.

With the introduction of the ***North Kingstown Police Department Policy and Procedure Manual***, the Department seeks to provide its employees with an easily accessible, centralized source of policies, procedures, rules and regulations; a manual that is logically arranged by subject matter and tabbed for easy use; and lastly, a manual that raises the professionalism and accountability of the North Kingstown Police Department and its employees.

The following manual has been compiled after a complete review of all Department-issued General Orders, Rules and Regulations, and selected Special Orders and Memoranda. Revisions were completed as needed, and all General Orders were reformatted, renumbered, and reissued for inclusion in the manual. The following section briefly addresses these changes, and serves as a guide for the use of this manual.



POLICY AND PROCEDURE MANUAL

INTRODUCTION

The regulations in this manual are adopted as a guide for the discipline and government of the North Kingstown Police Department. There is a need for standards of conduct and general rules in any organization, especially one in an area as important as law enforcement. This is particularly true in a police agency because the reputation of the organization is fundamentally dependent upon the personal conduct and professional competence of its individual Officers.

Department members and employees are required to read and be familiar with the contents of this Manual.

The purpose of this Manual is to attempt to improve the effectiveness of the Police Department by making clear to all officers and employees what is expected of them and what they can expect of fellow officers and employees. This manual serves to establish the principles for the management of the North Kingstown Police Department, and the standards of behavior to which every member of the department shall be held accountable. Its goals are to increase the quality of police service, to elevate the standards of the profession and to strengthen the public confidence in law enforcement; to encourage officer individually and collectively to fully appreciate the total responsibilities of their office; to earn the support and cooperation of the general public in these endeavors.

To serve its intended purpose, this Manual will be periodically reviewed and updated to meet current needs and requirements. This Manual was printed in loose-leaf form so that revisions can be made more easily. New pages will be printed and inserted whenever changes are made.

All Officers and employees are invited and encouraged to forward suggestions for the improvement of the Department operations and practices and procedures, in writing, through Department channels, to the attention of the Chief.



POLICY AND MANUAL FORMAT

Prior to the compilation of the *North Kingstown Police Department Policy and Procedure Manual*, all Department-issued written directives were indexed simply by directive *type*, *year* of issuance, and *order* of issuance within that year. For example, the fifteenth General Order issued in the year 2006 was indexed as *GO 06-15*. This system has been replaced by an index based on a general order's logical placement within a *Section* and *Subsection*, followed by its *order of placement* within the subsection. Sections and subsections are categorized by subject matter, and the numbering system allows for integration of future general orders within these sections and subsections.

Sections are arranged by *general* subject matter, in the following manner:

- 100 – Administration
- 200 – Human Resources
- 300 – Law Enforcement Operations
- 400 – Support Operations
- 500 – Community Relations and Services
- 600 – Rules and Regulations
- 700 – Job Descriptions
- 800 – Memorandum/Special orders



POLICY AND MANUAL FORMAT

Continued...

Subsections follow and are arranged by *more specific* subject matter. For example, Section 100 (Administration) contains Subsections 00 (*Authority*), 10 (*Jurisdiction*), 20 (*Management / Planning*), 30 (*Internal Control*), etc. Order of placement is simply *where* the general order is assigned within the Section and Subsection, and is separated from the Section and Subsection by a decimal. Therefore, a general order is indexed in its final form as follows:

Example: 110.01 (Agency Jurisdiction and Mutual Aid)

Revisions to existing general orders no longer require a *new* index number; rather, revised general orders will be reissued under the same index number, with a new *effective date*. Each employee will receive newly issued or revised general orders, as well as attachments or other updates, for placement in his/her assigned *Policy and Procedure Manual*. For further information on the Department's manual and policy format, and for information on the issuance and dissemination of Department policies, procedures, rules and regulations, please refer to General Order 120.01 entitled, *Written Directive System*.

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NORTH KINGSTOWN POLICE DEPARTMENT

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