



City of Racine Police Department

Policy and Procedure

Number: 201

| | | |
|--|------------------------------------|------------------------------|
| Subject: Going In & Out of Service | | |
| Date Issued: 11-16-01 | Effective Date: 11-18-11 | Revision Number: 3 |

POLICY:

Members shall notify Communication's of their status and availability in a timely fashion to ensure officer safety and to facilitate efficient allocation of available personnel.

This procedure is supplemented with effective general orders as well as good practices instilled in our members through training as a whole and our Field Training Program. Due to the unique nature of some assignments or duty positions within the Racine Police Department, this procedure is limited to address the actions of those assigned to directly support the "call for service" portion of our mission. Except during Roll Calls, members (as defined below) shall monitor their portable or squad radio at all times during the work shift including any overtime duty.

DEFINITION:

Member - is any sworn officer in the rank of patrol officer, traffic investigator, or investigator that works in Patrol or Investigations. This will include investigators assigned to the Special Investigations Unit when they are using unmarked squads and all sworn officers working in a law enforcement capacity while off-duty.

PROCEDURE:

Immediately following Roll Call (Members should obtain approval from a supervisor if Department business will keep them in the Department):

MEMBER:

1. Sign out a squad car per Procedure #1206 - Inspection of Department Vehicles.
2. Notify Communications over the primary radio frequency that you are 10-41 (In service and available) or reason for being 10-6 (busy and unavailable) and:
 - a. Your assignment number
 - b. Your payroll number
 - c. Your car number
3. Members should be available for "calls for service" within 15 minutes of the completion of Roll Call.
4. Respond to calls for service as required based on:
 - a. Your proximity to the location of the call for service
 - b. You being dispatched by Communications
 - c. You being assigned by a supervisor
5. Investigators shall respond to any felony call for service as well as any call for service requiring investigative assistance.
6. Traffic Investigators shall respond when requested to any traffic related calls for service that require subject matter expertise such as a serious accidents, traffic stops with unique circumstances, or any other traffic related incidents that require clarification.
7. Notify Communications on the primary radio frequency anytime you leave your squad car.
 - a. Provide Communications with:
 - 1) The reason for leaving the squad (personal, case follow-up, etc...)
 - 2) Your location
 - 3) Change in status (extended time out of service, etc...)
 - b. When out of the squad it should be parked where it is visible to the public unless that would be unsafe because of the nature of the call for service.
 - c. Notify Communications upon return to your squad.

Note: COMMUNICATIONS may overrule your desire to exit your squad based on CFS load.

8. Shall notify Communications over the primary radio frequency that you are 10-42 (Out of Service) when ending your tour of duty.
 - a. Members who return to the Police Department to complete an assignment more than 10 minutes prior to the end of shift shall notify Communications they will be 10-6 and out at the Police Department for the remainder of their shift.
 - b. Officers shall be in full uniform and available to return to the road until the end of their shift.

SUPERVISOR:

1. Monitor the availability of officers, traffic investigators, and investigators to ensure that personals and times out of service do not interfere with the demand for coverage.
2. At the request of Communications or the Shift Commander, monitor the availability of individual members throughout the work shift.

**SHIFT
COMMANDER:**

Coordinate with Communications to ensure that personnel are available as soon as practical for calls for service.

COMMUNICATIONS:

1. Contact the Shift/Unit Commander to report any problems that exist including occasions when an officer's request to exit his/her squad was denied.
2. As members advise they are 10-41 or 10-42, make the appropriate entries into PHOENIX.
3. Notify the Shift/Unit Commander when a member fails to go 10-42 and obtain permission from that Shift/Unit Commander to remove them from the board.

**RELATED
PROCEDURES:**

[1206 - Inspection of Department Vehicles](#)
[1900 – Responding to Calls for Service](#)
[Table of Contents](#)