



City of Racine Police Department
Policy and Procedure

Number: 204

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| Subject: Policy and Procedure Development | | |
| Date Issued: 5-22-81 | Date Revised: 11/4/16 | Revision Number: 5 |

POLICY

The Racine Police Department develops procedures that are all encompassing and support the needs of the Department. In order for procedures to be developed in a manner that best represents the needs of the Department, a procedure is in place that permits any member of the Department to recommend changes to an existing procedure as well as to initiate the development of a new procedure. It is the goal of the Department to review all policies and procedures at a minimum of once every three years except for in the case of the following policies which will be reviewed annually:

- 601 – Use of Deadly Force & Discharge of Firearms
- 602 – Use of Non-Lethal Force
- 603 – Pursuit Operation
- 605 – Use of Specialty Impact Munitions
- 606 – Use of Restraints
- 607 – Investigation of the Use of Force
- 608 – Use of Force Documentation
- 611 – Electronic Control Devices (Taser)
- 613 – Use of Chemical Agents
- 615 – Critical Incident Response
- 812 – Emergency Operation of Department Vehicles (By June 30 of each even numbered year per statute)

DEFINITIONS

Initial Review – A review by persons or organizations, who have knowledge or experience in the subject matter of the procedure.

Staff Review – A review of a draft procedure by staff members. At this time, the procedure should be close to a finished product.

Final Review – A review of a draft procedure by the Chief of Police that has been reviewed, revised as needed and is ready for publication.

PROCEDURE

The following steps shall be taken by members of the Department to ensure that the intent of the procedure is adhered to:

MEMBER

1. If you see the need for the development of a new procedure or the updating of an existing procedure:
 - a. Prepare a memorandum (PP27) or email to your supervisor addressing the proposed changes or developments of procedure.

- b. Provide any supporting documents or research references available.
- 2. When any update or draft procedure is forwarded to you for a review, ensure that you do the following:
 - a. Identify issues that may adversely impact police operations.
 - b. Identify and suggest possible revisions to improve or correct the procedure.
 - c. Identify grammatical and/or spelling errors.

PUBLIC INFORMATION OFFICER

- 1. Policy and procedure shall be reviewed:
 - a. Upon receipt of a memorandum or email suggesting or directing the development of a new procedure, or the updating of an existing procedure or;
 - b. As needed due to changes in law, training, Department organization or any other change that would require updating of existing procedure or development of new procedure or;
 - c. At a minimum of every three years except for policies stated above which will be reviewed annually.
- 2. The following process encompasses the basic guidelines for the development of new procedures or the updating of existing procedures.
 - a. Initiate a folder for the procedure and:
 - 1) Maintain a copy of any initiating memorandum, as well as, any supporting documentation provided with it.
 - 2) Maintain copies of the adaptations, memorandums, emails and other information in chronological order.
 - 3) Maintain a copy of the final approved document.
 - b. Perform research, as needed, to substantiate the data or documentation provided.
 - c. When enough information has been collected that permits a thorough and complete procedure, create a draft procedure in the same format as an approved procedure.
 - d. Upon receipt of a completed review, revise the draft based on input provided in the review and prepare a draft for the next level of review.
 - 1) Consult with the Chief of Police, Division Commanders and/or Planning Lieutenant for suggestions or fundamental changes to policy.
 - 2) After the revisions from a Staff Review have been completed, forward a copy of the draft to the Chief of Police under a cover letter or email requesting a Final Review.
 - a) If the Chief of Police endorses the procedure for publishing, then prepare the document to be published.
 - b) Ensure that any forms or other documents affected by the procedural changes have also been modified and are reprinted and available by the publishing date.
 - c) If the Chief of Police denies publishing of the procedure, rewrite the procedure with the modifications that are specified by the Chief of Police.

DIVISION COMMANDERS

- 1. Upon receipt of an email or memorandum from a member of your command requesting a change to an existing procedure or the development of a new one:
 - a. Prepare an email or cover memorandum to the Public Information Officer indicating your endorsement of the need for the changes or new procedure development.
 - b. Forward the email or both memorandums to the Public Information Officer.
- 2. Once the Public Information Officer forwards you a request to review a procedure:
 - a. Consider distributing copies of the draft procedures to the lowest level practical within your command, for their input.
 - b. Review the draft procedure yourself.
 - 1) Identify issues that may adversely impact on your operations.
 - 2) Identify and suggest possible revisions to improve or correct the procedure.
 - 3) Identify grammatical and/or spelling errors.
 - c. Collect the distributed copies of the draft procedure from your personnel within a time frame that will permit you to summarize the changes or modifications suggested by your personnel.
 - d. When completed add a comment at the end of the Policy and Procedure that all reviews from your division are finished.

- e. Return the summary (and any supporting documents) to the Public Information Officer prior to the deadline you were provided.
3. Review published procedures, new or updated, in order to effectively address any questions or issues that may arise.

CHIEF OF POLICE

1. When provided a copy of a draft procedure for Staff Review by the Public Information Officer:
 - a. Identify issues that may adversely impact on your operations.
 - b. Identify and suggest possible revisions to improve or correct the procedure.
 - c. Identify grammatical and/or spelling errors.
2. Return any requested changes or modifications to the Public Information Officer prior to the scheduled due date.
3. Upon receipt of a draft procedure from the Public Information Officer requesting a Final Review:
 - a. Check the draft procedure to ensure that your guidance and the intent of the procedure have been met.
 - b. Forward your approval to the Public Information Officer.

RELATED PROCEDURES

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