



City of Racine Police Department
Policy and Procedure

Number: 206

Subject: Racine Police Department Manual (Blue Book)		
Date Issued: 01-14-94	Date Revised: 02-18-19	Revision Number: 6

POLICY

The Racine Police Department Manual (Blue Book) is established to document Department policy and procedure, reflect management objectives and to outline duties and responsibilities for positions within the Department.

PROCEDURE

MEMBER

1. The Department will maintain a computer-based version of the Department Policy and Procedure Manual that will be accessible and maintained for the immediate reference by members/employees.
2. Probationary Officers will receive a training session regarding policy and procedures during the Pre Academy In-Service, where they will be required to familiarize themselves with the entire manual as it pertains to their positions.
3. Probationary Officers will be given a copy of the manual on a pen drive that they will be responsible for.
4. An E-mail will be sent to each member/employee when Department policy is created, updated or revised.
5. All members/employees are responsible for knowledge of and compliance with all current policies and procedures and shall check their E-mail for updates at least once each workweek.

SUPERVISOR

Read all policy and procedure update memos to personnel during shift roll calls.

RELATED PROCEDURES

- [Table of Contents](#)
- [324 – Duties and Responsibilities – Police Officer - Patrol](#)
- [337 – Duties and Responsibilities – Investigator – Detective Unit](#)