



City of Racine Police Department  
**Policy and Procedure**

**Number: 212**

Subject: <b>Reporting of Major, Unusual, or Noteworthy Occurrences</b>		
Date Issued: <b>8-21-81</b>	Effective Date: <b>07-16-12</b>	Revision Number: <b>8</b>

**POLICY:**

In order to effectively manage and control the Racine Police Department, it is imperative that certain Department personnel are made aware of all Major, Unusual or Noteworthy Occurrences as soon as practical.

**DEFINITIONS:**

**Major Occurrences** – shall include but not be limited to:

- Major disasters
- Civil disturbances and disorders
- Hostage situations
- Homicides
- Major robberies and burglaries
- Fatal accidents
- Police pursuits (accident or injuries)
- Major fires (deaths, extensive damage or arson)
- A death, serious injury or arrest involving public officials or Department members.
- Non-compliance with requests from the Department by City/County agencies that significantly affect police operations.

**Unusual or Noteworthy Occurrences** – shall include but not be limited to:

- Police pursuits (short or non-eventful)
- Damage to department property
- Unusual criminal occurrences
- Serious injury or property damage accidents (especially if personnel are called in)
- Unavailability of back-up squads or manpower shortages
- Outstanding arrests or extraordinary police efforts
- Police/community relations problems
- Any incident that involves a public official

**PROCEDURE:**

To ensure the proper and timely notification of Command personnel in the event of all Major, Unusual, or Noteworthy Occurrences:

**SUPERVISOR:**

Immediately notify the Shift Commander of all Major, Unusual or Noteworthy Occurrences.

1. Request assistance as needed from SWAT, CNT, P.O.S.T., etc. as per established guidelines.

**SHIFT/UNIT COMMANDER:**

1. Notify the following personnel via telephone of all Major Occurrences as appropriate:
  - a. Chief of Police
  - b. Deputy Chiefs
  - c. Public Information Officer (PIO)
2. Complete a Shift Commander’s Daily Report Form (PP-73) on all Major Occurrences and forward:
  - a. Matters perceived to be Personnel, Administrative or Political in nature:
    - (1) Chief of Police
    - (2) Appropriate Deputy Chief

- (3) Public Information Officer
- b. Matters of general interest due to their law enforcement relevance and content:
  - (1) Department Command Staff
  - (2) All Roll Calls
  - (3) Public Information Officer
- 3. Unusual or Noteworthy Occurrences may simply require a Shift Commander's Report, e-mail message or Memorandum (PP-27) to those person(s) who need to be informed.

**NOTE:**

Shift Commander Reports on all Major Occurrences shall be e-mailed to the appropriate person(s). Hard copies will also be placed in the shift mailboxes (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and detective bureau).

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