



City of Racine Police Department
Policy and Procedure

Number: 217

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| Subject: Reporting Process for Incidents of Potential Liability | | |
| Date Issued: 8-16-85 | Effective Date: 06-19-12 | Revision Number: 4 |

POLICY:

In order to protect the Racine Police Department, as well as its members and employees, it is imperative that any incident, in which there may be a potential liability, be reported to the City of Racine Attorney's Office promptly. This procedure provides guidelines to ensure that the information is collected and forwarded appropriately.

DEFINITIONS:

Insurance Claim Incident – means any of the following:

- ◆ Crashes where repair costs to a department-controlled vehicle exceed \$1,000.00.
- ◆ Crashes when any damage occurs to nondepartment-controlled vehicles or non-police property.
- ◆ Crashes when non-police personnel in the crash sustain any personal injury.
- ◆ A police property loss in which the value exceeds \$1,000.00.

Police – refers to any City of Racine Police Department member, employee, or property.

PROCEDURE:

When an incident occurs in which the City of Racine's Insurance Carrier requires the filing of an insurance claim, the following steps will be taken:

**MEMBER/
EMPLOYEE:**

1. Immediately notify your supervisor of the type and details of the incident.
2. Do not make any statement beyond that required as part of the investigation or concerning departmental liability unless authorized by the Chief of Police or his or her designee.
3. Prepare a Supplementary Report (PP95) detailing all the circumstances.
 - a. Request photographs of damage, injury, conditions, etc.
 - b. Include any witness statements in the report.
 - c. Forward all reports to the supervisor.

SUPERVISOR:

1. Review all reports for completeness and accuracy.
2. Upon approval, forward all reports as required in Procedure #200 (Review, Endorsement, and Routing of Paperwork).

**SHIFT/UNIT
COMMANDER:**

1. If required, review all reports provided by the supervisor for completeness and accuracy.
2. Reports not approved or in need of clarification will be returned to the supervisor for completion.
3. Forward copies of reports related to incidents requiring insurance carrier notification, to the Support Services Manager.
4. Distribute all reports as required in Procedure #200 (Review, Endorsement, and Routing of Paperwork).
5. Complete a Shift Commander's report as appropriate.
6. Make any required notifications as appropriate per Procedure #212 (Reporting of Major, Unusual, or Noteworthy Occurrences).

**SUPPORT
SERVICES
MANAGER:**

Review any reports forwarded by Shift/Unit Commanders that may indicate a potential requirement to notify the City Attorney's Office.

1. Collect all pertinent background information and prepare the package to forward to the City Attorney's Office.
2. Forward all packages to the City Attorney's Office.

NOTE:

This procedure will not supersede the reporting procedure for Line of Duty Injury (Procedure #102).

**RELATED
PROCEDURE:**

[102 – Line of Duty Injury](#)

[200 – Review, Endorsement, and Routing of Paperwork](#)

[212 – Reporting of Major, Unusual, or Noteworthy Occurrences](#)

[400 – Rules of Conduct](#)

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