



City of Racine Police Department
Policy and Procedure

Number: 219

Subject: Use of the Department's Photocopy Machines		
Date Issued: 08-07-92	Effective Date: 06-19-12	Revision Number: 6

POLICY:

The Department provides photocopy resources for the use of its members and employees. This equipment is strategically placed within the work areas. Use of the machines should be limited to work-related product.

METHOD:

1. The Department's photocopy machines are to be used for Department related business only.
 - a. The photocopy machines are not for personal use without the permission of his or her Supervisor.
 - b. If a member is in doubt as to what constitutes "Department related business" or "personal use," he or she shall seek the approval of his/her Supervisor prior to using the photocopy machine.
2. When the photocopy machine malfunctions and requires repair:
 - a. Place a note on the machine indicating that it is malfunctioning and out of order.
 - b. Contact a member of the Support Services Division to initiate a call for repair.

[Table of Contents](#)