



City of Racine Police Department
Policy and Procedure

Number: 402

Subject: Member's Responsibility at Incidents Involving Off-Duty Sworn Personnel or Civilian Employee		
Date Issued: 09-05-03	Effective Date: 03-09-12	Revision Number: 2

POLICY:

As members of the Racine Police Department, we each have the responsibility to maintain the public's trust in our agency. When off duty sworn personnel or civilian employees become involved in a traffic incident, accident, criminal conduct or potential criminal conduct within the City of Racine, command personnel will respond and oversee the investigation. It is the policy of this Department that the assigned command personnel will ensure no preferential treatment is given to members and an impartial investigation is conducted.

PROCEDURE:

The following guidelines will be followed concerning the involvement of off duty sworn/civilian personnel in traffic or criminal matters:

MEMBER:

1. Upon arrival at a traffic scene or potentially criminal event, make a determination if an off duty member(s) is involved.
 - a. Check for injuries and notify medical personnel if needed.
 - b. Secure the scene and begin taking appropriate investigative or enforcement action.
 - c. Request a Supervisor at the scene.
 - d. Continue to take action as needed unless otherwise directed by a Supervisor.
2. If a member or civilian employee is off duty and in another jurisdiction, he or she will notify the Chief's Office as soon as practical under the following circumstances:
 - a. The member or civilian employee has been arrested on a criminal charge, felony or misdemeanor.
 - b. The member or civilian employee has knowledge that he or she is a suspect in a criminal matter.
 - c. The member has been arrested or cited on a traffic matter that, if convicted, *could* result in the revocation or suspension of their driving privileges. This also applies to any civilian employee who, as part of their regularly assigned duties, operates a city owned vehicle.
 - d. The member or civilian employee has been cited under a state or local ordinance in a matter that deals with any weapon, drugs, alcohol and/or disorderly conduct.

SUPERVISOR:

1. Respond to the scene and take command if in the City of Racine.
 - a. Make a determination if additional personnel (1st responders) or other jurisdictions are needed.
 - b. Determine the involvement of the off duty member.
 - c. If the member is directly involved, make a thorough assessment of the member's condition and the circumstances of the incident.
 - d. Take enforcement action as needed and protect the scene to ensure an impartial investigation. Enforcement action should be taken immediately when a delay would result in the loss of evidence, i.e. operating while intoxicated.
 - e. Relieve on duty personnel if appropriate.
2. For an incident outside the City of Racine provide any additional assistance requested by the responsible jurisdiction.
3. Notify and update the Shift Commander of the circumstances surrounding the situation.

**SHIFT/UNIT
COMMANDER:**

1. Ensure adequate personnel and resources are available at the scene.
2. Notify his/her immediate supervisor if appropriate. Sergeants, when acting as shift commanders, shall notify their Shift Lieutenant (if unavailable, the Division Chief) to take charge and direct the supervisory response.
3. Notify the member or civilian employee's commanding officer and an available Senior Staff Officer (Deputy Chief or Chief of Police).
4. Notify Internal Affairs Lieutenant as directed by the Senior Staff Officer.
5. Notify P.O.S.T. Unit Commander if needed.
6. Request assistance from another jurisdiction as directed by a Senior Staff Officer.
7. Review all reports for thoroughness, completeness and impartiality. Ensure a complete copy of the preliminary investigation is available at the Chief's Office before ending your tour of duty.
8. If another jurisdiction notifies the Shift Commander of a problem with a member in that jurisdiction;
 - a. Provide any additional assistance requested.
 - b. Notify the Chief's office about the problem and detail the circumstances.

**RELATED
PROCEDURES:**

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