



City of Racine Police Department
Policy and Procedure

Number: 501

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| Subject: Reporting Violations Observed by a Supervisory Officer | | |
| Date Issued: 05-04-79 | Date Revised: 01-26-2017 | Revision Number: 4 |

POLICY

To report violations of the Rules, Regulations, Policies, Procedures, Orders, and Official Memorandums by a member of the Department.

PROCEDURE

Upon observing or becoming aware of a violation of a Rule of Conduct (Procedure 400) as listed above, the following steps shall be taken:

SUPERVISOR

The Supervisor observing the violation should prepare the Supervisor's Complaint Report (PP-141) if appropriate, citing the specific Rule of Conduct violated:

1. Forward the completed Form PP-141 to the Shift/Unit Commander on duty and retain a copy.
2. If facts indicate the violation is one that the supervisor feels can be corrected by coaching Form PP-141 is not required:
 - a. Record facts in violating member's Work Record.
 - b. Notify violating member's Shift/Unit Commander of facts if violating member is assigned to another shift or unit.
 - c. Provide a copy of the work history entry to the member.

SHIFT/UNIT COMMANDER

1. If the complaint/allegation is of a serious criminal nature, complete a memorandum and contact the Chief of Police and the Deputy Chief of Professional Standards Division immediately.
2. Review circumstances and Form PP-141 with reporting supervisor promptly.
3. Notify the Division Commander of the complaint.
4. Forward copies of Form PP-141 to the Professional Standards Division and Internal Affairs.
5. If the member is under your command, follow Procedure 503.
6. If the member is not under your command, forward Form PP-141 and related paperwork, to Internal Affairs and retain a copy.

NOTE

In cases where it is inappropriate to report as set forth above, the reporting supervisor may report to the Deputy Chief of Professional Standards Division directly.

RELATED PROCEDURES

- [400 - Rules of Conduct](#)
- [500 - 500 Series Definitions and Guidelines](#)
- [503 - Review of Supervisor's Complaint Report](#)
- [Table of Contents](#)