



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

**Number: 502**

Subject: <b>Reporting Violations Observed by a Non-Supervisory Member</b>		
Date Issued: <b>05-04-79</b>	Date Revised: <b>01-26-2017</b>	Revision Number: <b>4</b>

## POLICY

To report violations observed by non-supervisory members of the Rules, Regulations, Policies, Procedures, Orders, and Official Memorandums committed by any member of the Department.

## PROCEDURE

Upon observing a violation by another member of the department, a member shall:

### MEMBER

1. Report the violation to violating member's immediate supervisor.
2. Prepare a memorandum with all pertinent facts and forward to the violating member's Shift/Unit Commander:
  - a. Do not initiate a complaint number.
  - b. If the violating member's commander is not on duty, report the violation to the Shift/Unit Commander on duty.

### 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 the CAD report with the reporting member promptly.
3. Prepare Supervisor's Complaint Report (PP-141) if appropriate:
  - a. If facts indicate the violation is one that the supervisor feels can be corrected by coaching, Form PP-141 is not required:
  - b. Record the facts in the violating member's work history and provide a copy to the member.
4. Notify the Division Commander of the complaint.
5. Forward copies of Form PP-141 to the Professional Standards Division and Internal Affairs.
6. If the member is under your command, follow Procedure 503.
7. If the member is not under your command, forward Form PP-141 and related paperwork to Internal Affairs.

### NOTES

In cases where it is inappropriate to report as set forth above, the reporting member 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](#)
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