



City of Racine Police Department
Policy and Procedure

Number: 507

Subject: Order of Suspension/Surrender of Equipment		
Date Issued: 4-1-78	Effective Date: 03-17-06	Revision Number: 5

POLICY:

While a member is under an order of suspension:

- The member is not permitted to perform any police duties or to wear or carry any items of the standard police uniform or its optional equipment.
- The member shall return Department issued police equipment for the duration of the suspension.
- Law enforcement related part-time work is not authorized.
- The member may not enter non-public areas of any Police Department building without an authorized escort. An authorized escort will be designated at the Shift Commander's discretion.
- Paychecks will be available at the Public Service Counter.
- Officers required to appear in court while under an order of suspension shall do so in civilian dress as a private citizen. No compensation will be paid by the city.
- The member shall not use their Department email or access it from outside the Department building.

PROCEDURE:
MEMBER:

When a Department member is to serve a suspension from duty the following steps shall be taken:

1. If an order of suspension is for fifteen (15) working days or less, surrender the below listed Department issued equipment to the Shift/Unit Commander prior to going off duty on the last working day before the suspension takes effect
 - a. Weapon.
 - b. Police Identification Card and all badges.
 - c. Vehicles and/or other Department equipment as directed by the Shift/Unit Commander.
2. If an order of suspension is for more than fifteen (15) working days, surrender the below listed Department issued equipment to the Shift/Unit Commander prior to going off duty on the last working day before the suspension takes effect.
3.
 - a. Weapon and ammunition.
 - b. Baton and O.C. Spray.
 - c. Police Identification Card and all badges.
 - d. Ticket Holders (2-metal) and all Citation and Ordinance Tickets.
 - e. Department keys.
 - f. Department ballistic vest.
 - g. P-Unit & Paging Equipment.
 - h. Any other Department equipment.

NOTES:

Personally owned equipment need not be surrendered.

Should an officer be unable to surrender all the required equipment on the last working day, no compensation will be paid to an off-duty officer surrendering Department equipment.

If permission is granted to serve a suspension incrementally, i.e., a multi-day suspension served one day per week over a period of weeks, the provisions of Section One still apply, if served in less than 15 day increments.

SHIFT/UNIT
COMMANDER:

1. Take receipt of above listed equipment and issue Property Receipt PP122 (copy) to member.

2. Ensure the member is made aware of the requirements and limitations set forth in this procedure.
3. Contact the Technology and Research Lieutenant to deactivate the member's Department email while on suspension.
4. Immediately transfer custody of property to a secure location that is known to and accessible by a supervisor upon the members return to duty.
 - a. If an Evidence Locker is used, utilize lockers located in the Detective Unit first.
 - b. Maintain possession of the key and PP122.
 - c. If an Evidence Locker is used, provide Courts with the number of the locker.
5. After suspension time is served, make arrangements to return the surrendered property to member.
 - a. The supervisor returning the property shall record the time and date, and sign the back of the PP122.
 - b. Contact the Technology and Research Lieutenant to restore the member's Department email.
 - c. Have the suspended member sign the back of the original copy of the PP122 to indicate the property has been returned to them.
 - d. Forward the completed PP122 to Internal Affairs.

**RELATED
PROCEDURES:**

[400 - Rules of Conduct](#)

[504 - Preparation of Charges and Specifications](#)

[506 - Appeal of Chief's Discipline](#)

[510 – Order of Administrative Leave/Surrender of Equipment](#)

[Table of Contents](#)