



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

**Number: 510**

Subject: <b>Order of Administrative Leave/Surrender of Equipment</b>		
Date Issued: <b>04-16-04</b>	Effective Date: <b>03-17-06</b>	Revision Number: <b>1</b>

**POLICY:**

An order of administrative leave with pay may be imposed by the Chief of Police pending the outcome of an investigation/review, pending a hearing by the Police & Fire Commission, an officer involved shooting or any other situation requiring leave from the Department as deemed necessary by the Chief of Police.

While a member is under an order of Administrative Leave:

- 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, unless otherwise specified in the order of administrative leave.
- 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, unless otherwise specified in the order of administrative leave. An authorized escort will be designated at the Shift Commander's discretion.
- Paychecks will be available at the Public Service Counter, unless otherwise specified in the order of administrative leave.
- Officers required to appear in court while under an order of administrative leave shall do so in civilian dress as a private citizen. No compensation will be paid by the city.
- A member shall return Department issued police equipment for the duration of the administrative leave unless otherwise specified in the order of administrative leave.
- The member shall not use their Department email or access it from outside the Department building except for members on administrative leave due to an officer involved shooting or a traumatic incident as specified in the order of administrative leave.

**Members under an order of administrative leave due to an officer involved shooting or a traumatic incident may be reassigned to light duty but will retain their Department issued equipment and law enforcement privileges. Law enforcement related part-time employment will be restricted. Members placed under an order of administrative leave due to an officer involved shooting will not be required to surrender their weapons for evidentiary purposes until a replacement weapon can be issued. A member on administrative leave, who is not required to report to the Department, will make daily contact by telephone with the person designated by the Chief's Office.**

**PROCEDURE:**  
**MEMBER:**

When a Department member is to serve an administrative leave from duty the member shall surrender the below listed Department issued equipment to the Shift/Unit Commander prior to going off duty on the last working day before the administrative leave takes effect:

1. Weapon and ammunition.
2. Baton and O.C. Spray.
3. Police Identification Card and all badges.
4. Ticket Holders (2-metal) and all Citation and Ordinance Tickets.
5. Department keys.
6. Department ballistic vest.

7. P-Unit & Paging Equipment.
8. Any other Department equipment.

**NOTES:** Personally owned equipment need not be surrendered.

**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 administrative leave except for members on administrative leave due to an officer involved shooting or a traumatic incident as specified in the order of administrative leave.
4. Immediately transfer custody of property to a secure location that is known to and accessible by a supervisor upon the member's 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 the administrative leave is terminated, make arrangements to return the surrendered property to the member.
  - a. The supervisor returning the property shall record the time and date, and sign the back of the PP122.
  - b. Have the returning member sign the back of the original copy of the PP122 to indicate the property has been returned to them.
  - c. Forward the completed PP122 to Internal Affairs.
  - d. Contact the Technology and Research Lieutenant to restore the member's Department email.

**RELATED  
PROCEDURES:**

- [400 - Rules of Conduct](#)
- [504 - Preparation of Charges and Specifications](#)
- [506 - Appeal of Chief's Discipline](#)
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