



City of Racine Police Department

Policy and Procedure

Number: 1105

Subject: Issuance of a Search Warrant		
Date issued: 03-18-83	Effective Date: 07-29-11	Revision Number: 5

POLICY:

The Racine Police Department has established a uniform process for obtaining Search Warrants.

DEFINITION:

Search Warrant – is an order signed by a judge directing a law enforcement Officer to conduct a search of a designated person, a designated object, or a designated place for the purpose of seizing designated property or kinds of property.

PROCEDURE:
MEMBER:

To acquire a Search Warrant, the following steps shall be taken:

1. Prepare the face of the Search Warrant to include:
 - a. Author's name.
 - b. Day and month.
 - c. City or County of Racine.
 - d. A complete description of the location, vehicle or person to be searched, identical to the description provided in the last paragraph of the supporting affidavit. Include curtilage, garage(s), etc. if probable cause supports searches of these areas.
 - e. Highlighted "**NO KNOCK**" designation if applicable.
 - f. Applicable Statute Numbers.
2. Attach the Sworn Affidavit to the Search Warrant.
3. Forward to your immediate supervisor for review.
4. After the Supervisor's review, deliver the Search Warrant and attachments to an attorney from the DA's office.
5. Upon approval from the DA's Office, contact a Circuit Court judge and arrange to meet with the judge for signing the warrant.
 - a. While having the warrant signed by the judge, when applicable, ensure the judge initials the "**NO KNOCK**" request.
 - b. Following the judge's signing of the warrant, complete the endorsement of the Search Warrant.
6. Once the judge has signed the Search Warrant, advise your supervisor and arrange for service of the Warrant.

SUPERVISOR:

1. Review the Search Warrant and Affidavit for completeness and accuracy.
2. Ensure the member contacts an attorney from the DA's Office to review the Search Warrant and attachments.
3. Once it has been approved by the DA's Office, assist the member in contacting an available judge for issuance of the Search Warrant.

RELATED PROCEDURES:

[1104 – Developing a Sworn Affidavit to Support a Search Warrant](#)
[1106 – Executing a Search Warrant](#)
[1107 – Return of a Search Warrant](#)
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LEGAL REFERENCES:

Wisconsin State Statute, Chapter 968.12 (Search Warrant)
Wisconsin State Statute, Chapter 968.135 (Subpoena for Documents)