



City of Racine Police Department

**Policy and Procedure**

**Number: 1106**

Subject: <b>Executing a Search Warrant</b>		CALEA Standard:
Date Issued: <b>08-15-80</b>	Effective Date: <b>07-29-11</b>	Revision Number: <b>5</b>

**POLICY:**

The Racine Police Department has established a uniform method of execution of a Search Warrant.

**PROCEDURE:**

Upon receipt of a valid Search Warrant, execute it as soon as practical. Do not exceed five (5) days, exclusive of the date of issuance.

**MEMBER:**

1. Notify the Supervisor and request the necessary manpower and equipment.
2. Organize a search warrant team to include:
  - a. An entry team, i.e., sworn officers, S.W.A.T. Unit, perimeter officers.
  - b. A Supervisor.
  - c. Search Officers.
  - d. A Recording Officer(s) (photographer and/or note taker, layout, names.).
  - e. An Evidence Recovery Officer.
3. Notify the Shift Commander of the intent to execute a Search Warrant.
4. Ensure that prior to entry into a private place, a police officer has identified himself/herself and his/her purpose and has allowed time for the door to be opened. If the search warrant is designated as a **NO KNOCK** warrant, the officers are not required to announce their presence before entry is made. The officers will identify themselves and their purpose once entry is gained.
5. Upon gaining entry:
  - a. Notify the shift/Unit Commander.
  - b. Reasonably detain and search any person who:
    - (1) Is specifically named in the warrant,
    - (2) By their conduct, they instill a reasonable belief in the minds of the executing officers that they may dispose of or conceal items named in the warrant or,
    - (3) By their conduct they raise a reasonable suspicion that they are armed.
6. Conduct the search in a manner consistent with the designated property to be seized. (Example: a Search Warrant for a television set does not allow for prying into places where a television set could not be concealed).
7. Make any necessary arrest(s).
8. Utilize the BEAST system to inventory all items confiscated.
9. Prepare a supplementary report, documenting the execution of the warrant, and the results.

**SUPERVISOR:**

1. Oversee the execution of the Search Warrant.
2. Read and provide a copy of the Search Warrant face to any occupants, or leave copy of warrant face if premises are unoccupied.
3. Ensure all confiscated property has been documented and receipted in accordance with Department procedure.
4. Review all supplements, arrests, and completed Search Warrant documents for accuracy and completeness.
5. Ensure the member returns the Search Warrant paperwork in accordance with the Department policy # 1107.

**RELATED PROCEDURES:**

- [1104 – Developing an Affidavit in Support of a Search Warrant](#)
- [1105 – Issuance of a Search Warrant](#)
- [1107 – Return of a Search Warrant](#)
- [Table of Contents](#)

**LEGAL REFERENCE:**

Wisconsin Statute, Chapter 968.13 – 968.16