The locked rooms, desks, lockers, cabinets, computers, and other electronic devices of
the Racine Police Department are subject to inspection by department personnel during
the course of an investigation. Department property may be inspected at any time
during an official investigation by a Supervisor. That investigation may be criminal or
administrative in nature. Personally owned items; i.e. a desk, file cabinets, etc., used to
supplant Department owned/provided equipment are subject to inspection under this
policy.

Personal property such as equipment bags, electronic items such as PDA’s, are not
subject to inspection under this procedure.

The following guidelines shall apply when a Supervisor of the Department finds it
necessary to seek out evidence that may be secured in a Department locker, desk,
room, or cabinet, during an investigation of a member or employee:

1. When notified of the investigation and directed to open Department property under
your control, comply with the directive immediately.

2. Whenever possible, inform member of the official investigation.

3. If the member or employee is present, direct the member or employee to open the
property for inspection.

4. When initiating the investigation complete Supervisor’s Complaint Report Form
(PP141) and necessary investigative reports or when a Supervisor Complaint is
assigned to you for investigation complete only the investigative reports and include
the following information:

   a. Summarize the results of your inspection.
   b. Indicate the type of Department property as well as the complaint number.
   c. Indicate the name of member assigned to property.
   d. Articulate the reason for the inspection.
   e. Record the member(s)/employee(s) present during the inspection.

6. Prepare additional reports as required.
7. Forward completed reports to the appropriate Division Commander.

**SHIFT/UNIT COMMANDER:**

1. Review results and reports of the inspection/investigation for completeness.
2. Attached written comments and recommendation.
3. Forward all reports to Division Commander or Internal Affairs as appropriate.

**DIVISION COMMANDER:**

1. Upon receipt of reports, review and forward to Internal Affairs for review and consideration of charges, if appropriate.

**RELATED PROCEDURES:**

- 501 – Reporting Violations Observed by a Supervisory Officer
- 503 – Review of a Supervisor’s Complaint Report
- Table of Contents