



City of Racine Police Department

Policy and Procedure

Number: 1110

Subject: Inspection of Department Property		
Date Issued: 02-27-81	Effective Date: 02-24-12	Revision Number: 3

POLICY:

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.

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:

MEMBER:

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

SUPERVISOR:

1. Whenever possible, inform member of the official investigation.
2. If the member or employee is present, direct the member or employee to open the property for inspection.
3. Whenever possible, prior to demanding access to the secured locker, desk, room, or cabinet, notify a representative of the appropriate bargaining unit.
 - a. Have them present during the opening of the Department property in conjunction with the investigation:
 - b. If the representative of the member's bargaining unit is not available, another member or employee of the Department from the affected members bargaining unit must witness the inspection.
4. Conduct an inspection of the property targeted.
 - a. Record and retain any evidence found.
 - b. Inventory evidence in accordance with Procedure #1201 (Property Inventory Excluding Vehicles).
 - c. Secure the property after inspection if the member is not present.
 - 1) If the member assigned to the property is not present during an inspection, the inspecting supervisor is required to notify the member concerned of the search and ensure that the property is secured.
 - 2) Appropriate steps shall be taken to see that member is reimbursed for the damaged lock if lock is owned by the member.
5. 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](#)
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