



City of Racine Police Department
Policy and Procedure

Number: 1211

Subject: Repair or Replacement of Department-Owned Equipment (Small Items)		
Date Issued: 10-12-84	Effective Date: 03-17-11	Revision Number: 3

- POLICY:** It is the Department’s desire to repair, maintain or replace small Department-owned equipment in an expeditious manner.
- PROCEDURE:** When small Department-owned items or property need repair, the following guidelines will apply:
- MEMBER:**
1. Bring the item in need of repair or replacement to your supervisor.
 2. Document the damage and/or circumstances under which the item was damaged using a Lost or Damaged Equipment Form (RPD PP44). When appropriate provide additional information using a Supplementary Incident Report (PP95A) under the original call for service complaint number.
- SUPERVISOR:**
1. Review the Lost or Damaged Equipment Form, adding appropriate comments in the Supervisor section, and forward to the Shift/Unit Commander.
 2. Review any related reports and forward to Record Bureau.
 3. Deliver, or arrange for delivery via another supervisor, the damaged item to the Support Services Manager with the Lost or Damaged Equipment Form.
- SHIFT/UNIT COMMANDER:**
1. Review Lost or Damaged Equipment Form, adding appropriate comments in the Shift/Unit Commander Section and return to the submitting supervisor. Comments should include a recommendation for repair/replacement or not to repair/replace the item.
- SUPPORT SERVICES MANAGER:**
1. Upon receipt of damaged equipment, review the accompanying documents.
 - a. If the item appears repairable, make arrangements for the repair.
 - b. If the item does not appear repairable, make arrangements for replacement of the item if appropriate.
 - c. Notify submitting member of the repair/replacement status.
 2. If it appears the damage was caused due to negligence, forward a request through the Support Services Division Commander for further review by the appropriate Shift/Unit Commander.
 3. Determine the Division’s need for repair/replacement of the item.

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