



City of Racine Police Department
Policy and Procedure

Number: 1212

Table with 3 columns: Subject (Reporting Building Repair and Maintenance Needs), Date Issued (10-26-84), Effective Date (09-21-11), Revision Number (4)

POLICY: It is the Racine Police Department's desire to maintain a safe working environment for all those working in the Safety Building or City Hall Annex.

PROCEDURE: When conditions requiring repair, maintenance or housekeeping of any Department facility, the following steps shall be taken:

- MEMBER: 1. Verbally, or in writing, report the condition/situation to your immediate supervisor, providing the following: a. Details about the location of the problem. b. Details about the nature of the problem. c. Details about how the condition presents a safety hazard. d. If the condition is other than a hazard provide an explanation how the condition reflects poorly on the Department's image.

- SUPERVISOR: 1. Upon observation or report of conditions requiring attention: a. Determine if the condition requiring service presents any hazard, and take necessary action to safeguard Department personnel and others from injury. When it is apparent the condition could lead to personal injury, immediately notify the Support Services Manager or Support Services Division Commander. b. Complete the Department of Public Works Maintenance Request Form kept at the front counter, including the following information: 1) The location of the problem. 2) The description of the problem. 3) If any potential safety hazard exists. 4) Sign and date form. 2. Forward completed Maintenance Request Form to the Support Services Manager.

- SUPPORT SERVICES MANAGER: 1. Upon receipt of completed Maintenance Request Form from a Department supervisor: a. Visually inspect the situation and determine if contracted maintenance personnel can complete the service required. If the contracted maintenance personnel can complete the service, notify personnel to complete the necessary service. b. Requests for service that cannot be completed by contracted maintenance personnel shall be forwarded to the Building Maintenance Department at Racine City Hall. c. If the condition presents any safety hazard, the appropriate personnel shall be notified immediately to complete the necessary service. 2. Retain a copy of the Maintenance Request Form and file it according to date received. Forward the original Maintenance Request Form to the supervisor of contracted personnel or the Building Maintenance Department, as appropriate. 3. Conduct follow-up inspections to insure the repairs and other services are completed. Make follow-up contacts when service is not completed.

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