



City of Racine Police Department  
**Policy and Procedure**

**Number: 1501**

Subject: <b>City Watch System</b>		
Date Issued: <b>05-21-99</b>	Date Revised: <b>03-20-19</b>	Revision Number: <b>4</b>

## POLICY

The City Watch computer shall be maintained entirely separated from the LAN. The Chief of Police shall appoint the Department System Administrator and Assistant Administrator.

## DEFINITIONS

**Department System Administrator** – coordinates with MIS to maintain and update the City Watch System.

**Assistant Administrator** - assists the Department System Administrator and assumes the Administrators responsibilities in his or her absence.

**Trained City Watch User** - Department member trained in the proper use of the City Watch System and is authorized to broadcast a message when approved by a Supervisor.

All members and employees shall receive familiarization training providing background in the capabilities, uses and functions of the System.

Trained City Watch Users shall have the authority and responsibility to issue broadcasts to persons or businesses in the group database in compliance with this policy. The training provided to employees with broadcast privileges shall include their access to the system, the various broadcast groups organized in the system database, the process to initiate or cancel broadcasts and report generation after a broadcast.

Approval from the Administrator, or Deputy Chief or above, is required prior to use of the survey feature. This feature shall only be used to promote the goals of law enforcement. Surveys of a political or social nature are not permitted. The System shall not be used in an attempt to sway, influence or poll public opinion for or against any person or issue.

## PROCEDURE

### MEMBER

#### **NON-EMERGENCY USE:**

1. Upon recognizing a situation in which a broadcast would be beneficial, prepare an announcement. Attempt to limit the announcement to 30 seconds. Identify the physical boundaries of the target area.
2. Document your request on a memorandum and forward it to your supervisor.

#### **EMERGENCY USE:**

1. Upon recognizing a situation in which a broadcast would be beneficial, contact a supervisor and request an emergency broadcast be initiated.
2. Provide appropriate details of the situation to the supervisor for approval.

## NOTE

Normal broadcast times are 8:00 a.m. to 9:00 p.m. In emergency situations broadcasts can be made at anytime of day or night. Emergency situations include, but are not limited to:

Tactical Situations  
HazMat Incidents  
Lost Children Incidents

## SUPERVISOR

### NON-EMERGENCY USE:

1. Review broadcast requests for completeness.
2. Inform Communications that a broadcast is being made.
3. Initiate or assign a trained user to initiate the message.

### EMERGENCY USE:

1. Ensure the emergency broadcast is appropriate.
2. Inform Communications, PIO, Shift/Unit Commanders, Roll Calls, Records, the person requesting the broadcast, and any other appropriate personnel that a broadcast is being made.
3. Initiate or assign a Trained User to initiate the message.

## SYSTEM ADMINISTRATOR/SWORN OFFICER/DEPUTY CHIEF OR ABOVE

Upon receipt of a broadcast request, from outside the Department, review the announcement for content, quality and feasibility (cost effectiveness).

1. If approved, forward to City Watch Administrator, Assistant Administrator, or a Trained City Watch user for Broadcast.
2. If denied, notify requestor of the denial.

## ADMINISTRATOR/ASSISTANT ADMINISTRATOR OR TRAINED USER

1. Determine the affected area and select the information from the database. If the resulting data set is too large for efficient use of the System, confer with the initiating officer to determine whether a smaller target area can be established. Enter the announcement into the system. Include a telephone number for recipients to call for further information.
2. Enter a specific event description and name of initiating member.
3. Complete a Shift Commander's Report (include the message broadcast )and forward to Communications, PIO, Shift/Unit Commanders, Roll Calls, Records, the person requesting the broadcast, and any other appropriate personnel.

## NOTE

Immediately notify MIS, the Department System Administrator or Assistant Administrator if the City Watch System is not functioning properly.

## LEGAL REFERENCE

### §134.72 - PROHIBITIONS

(1)(c) "Telephone solicitation" means the unsolicited initiation of a telephone conversation for the purposes of encouraging a person to purchase property goods or services.

(2)(a) *Prerecorded telephone solicitation.* No person may use an electronically prerecorded message in telephone solicitation without the consent of the person called.

**RELATED PROCEDURES**

[Table of Contents](#)