



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

**Number: 1504**

Subject: <b>Request for Public Appearance</b>		
Date Issued: <b>12-01-1978</b>	Date Revised: <b>02-24-17</b>	Revision Number: <b>4</b>

## POLICY

This procedure is in place to ensure that the image of the Racine Police Department as well as that of its members and employees is one that is respected and appreciated. By making sure that as frequently as possible, members of the Department are out in the community and in front of organizations, we can increase the knowledge base of the membership of the community. By doing this, we can be assured that the members of the community realize that we are (as an organization and as individuals) working towards the best interests of the community.

## DEFINITIONS

**Public Appearance** – is any event where a member of the Racine Police Department has been asked to represent the Department. This event may be a festival, an actual speaking engagement, or a gathering of persons for an informational exchange. This is not to be confused with a part-time employment opportunity.

## PROCEDURE

When a request is made for a member to represent the Department, the following steps shall be taken:

### MEMBER

1. If contacted by an individual or group for a public appearance, advise that the request must be addressed to the Office of The Chief of Police for his approval.
2. Upon being assigned to make a public appearance:
  - a. Confirm the assignment with the contact person listed on the form ASAP.
  - b. If required, prepare a typed outline for review and approval prior to the date of the public appearance.
    - 1) Forward it to your Shift/Unit Commander via Chain of Command.
      - a) If your outline has been approved, ensure that you prepare your presentation within the approved format.
      - b) If your outline has been disapproved, adhere to the guidance provided and modify it accordingly.
      - c) Resubmit the modified outline for approval.
3. Ensure that the appropriate uniform is worn for the assignment (those who normally wear a uniform conform to the standards of Procedure #1301; those that normally work in a plainclothes capacity, shall conform to the standards of Procedure #1302).
4. During the course of your appearance, ensure that you do not:
  - a. Discuss pending cases (without permission from the Investigative Division Commander).
  - b. Interject personal opinions about the Department strategic plans or policies.
5. Upon completion of the public appearance:
  - a. Completely fill out the Request for Public Appearance form.
  - b. Forward the completed form as well as any required outline, to your Shift Commander.

## **ASSISTANT TO THE CHIEF OF POLICE**

1. Upon receiving a request for a public appearance:  
Prepare a Request for Public Appearance form (PP153) and forward it to the appropriate Shift/Unit Commander for assignment.
2. After the public appearance has been completed and the Request for Public Appearance form has been returned to you, record the information from it in the spreadsheet.
3. If disapproved, contact the individual who made the request and explain why the request is being denied.

## **SHIFT/UNIT COMMANDER**

1. When assigning a member to a public appearance, be sure that the member is well versed on the subject matter to be discussed. Determine if the member should deliver a presentation or make an appearance.
2. Forward the Request for Public Appearance to the member and if required, have the member complete an outline of proposed material.
  - a. Evaluate the outline to ensure it is in accordance with the intent and focus of the presentation request.
    - 1) If it is in the appropriate format and satisfies the intent of those requesting the appearance, approve the outline and return it to the member for his or her use.
    - 2) If it is not in the appropriate format or does not satisfy the intent of those requesting the appearance, disapprove the outline and return it to the member for modification.
3. Upon completion of the public appearance, ensure that the member assigned has completely filled out the Request for Public Appearance form and forward it along with any approved outline, to the Assistant to the Chief of Police for filing.

## **NOTE**

Members delivering lectures, speeches, or making public appearances, shall adhere to the outline material whenever possible. Statements made concerning police operations should conform to general Department policy. Members must understand that they are representatives of the Department and must conduct themselves with the best interest of the Department in mind.

## **RELATED PROCEDURES**

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