



City of Racine Police Department

Policy and Procedure

Number: 1505

| | | |
|---|------------------------------------|------------------------------|
| Subject: Articles for Publication | | |
| Date Issued: 12-22-78 | Effective Date: 02-03-11 | Revision Number: 3 |

POLICY:

This procedure is in place to provide basic guidance for those that may choose to write or submit articles for publication in a law enforcement-related venue such as The FBI Law Enforcement Bulletin. The publication of a member's works that may portray the Department in a positive or negative light, require approval from the Chief of Police prior to publication.

This procedure is not designed to substitute for the responsibility that each member of the Department has as a citizen to voice his or her opinion about other matters that may personally affect them. Keep in mind that even though some actions may be thought of as acts of citizenry, any actions taken by a member or employee, regardless of intent may adversely impact on the Department or its ability to adequately perform its mission. When voicing an opinion as a citizen, the member's Department title may be used in published announcements but the Racine Police Department may not be mentioned.

PROCEDURE:

When a member has prepared an article concerning the Department and/or police work for publication, the following steps shall be taken:

MEMBER:

1. Forward a memorandum to your Shift/Unit Commander indicating your intent to submit an article for publication. Within the memorandum, include the following information:
 - a. The article topic
 - b. The name of the publisher(s)
 - c. The projected publication date
2. Forward a completed draft for review and approval to Shift/Unit Commander.
 - a. If approved by the Chief of Police:
 - 1) Forward the article to the publishing source for use
 - b. If disapproved by the Chief of Police:
 - 1) Follow any recommendations for change provided and resubmit, or
 - 2) Terminate your involvement in the project if the Chief of Police has disapproved your participation altogether.

**SHIFT/UNIT
COMMANDER:**

1. When a member presents a memorandum requesting permission to publish an article involving law enforcement issues:
 - a. Review the memorandum and the accompanying completed draft.
 - b. Prepare a cover memorandum with your recommendations or comments
 - c. Forward the cover memorandum along with the member's documents to the Division Commander.
2. Upon receipt of the Chief's memorandum indicating his approval or disapproval:
 - a. Forward the Chief's response to the member involved.

**DIVISION
COMMANDER:**

1. When a Shift/Unit Commander has forwarded documents to you, indicating that a member of his or her command wants permission to publish an article:
 - a. Review the Shift/Unit Commander's endorsement memorandum along with the member's documents and attach a cover memorandum, forwarding them to the Chief of Police for his approval.

- CHIEF OF POLICE:**
1. Upon receipt of the request for publication memorandum and subsequent endorsements:
 - a. Review the member's completed draft for accuracy and evaluate the merits of its publication.
 - 1) Your review may include having a Department member who has "subject matter expertise" in the area the article would address, evaluate it also.
 - b. Upon completion of your review:
 - 1) Forward a memorandum back to the member through the chain of command with your decision to approve or disapprove.
 - a) If you approve of the article in its present state, indicate so.
 - b) If you approve of the article in context but would rather see it modified prior to publication to better serve the law enforcement readers that will see it, provide a list of recommendations or changes requested.
 - c) If you disapprove of the article's publication, indicate in the memorandum the reasons why.

[Table of Contents](#)