



City of Racine Police Department

Policy and Procedure

Number: 1510

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|---|------------------------------------|------------------------------|
| Subject: Divisional Standard Operating Procedures | | |
| Date Issued: 10-17-80 | Effective Date: 01-05-12 | Revision Number: 3 |

PURPOSE:

Division Commanders shall be responsible for the development, implementation, and updating of Standard Operating Procedures (S.O.P.s) within their Division. Standard Operating Procedures will be designed to direct and guide divisional personnel in the fulfillment of their duties and responsibilities as they relate to the division's goals and objectives. Divisional (S.O.P.s) shall not cross division lines. Whenever inter-divisional orders are needed, they shall be developed in General Order form and forwarded to the Chief of Police.

**DIVISION
COMMANDER:**

When a Divisional/Unit Standard Operating Procedure, Revision or Addendum is completed, the following steps shall be taken:

1. Maintain a file copy.
2. The procedure must be forwarded to the affected member(s).
3. Upon receipt, file in Standard Operating Procedure Manual.
4. Maintain an electronic file copy of the manual on the Department network.

**RELATED
PROCEDURE:**

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