

DEPARTMENTAL POLICE MANUAL

POLICIES - PROCEDURES - RULES & REGULATIONS



Arthel L Howell

Chief of Police



City of Racine Police Department
Policy and Procedure

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Date Issued:	Effective Date: 08-07-14	Revision Number:

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POLICY #

SUBJECT

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City of Racine Police Department
Policy and Procedure

Number: 003

Subject: Mission Statement		
Date Issued: 2002	Date Revised: March 26, 2020	Revision Number: 2

RACINE POLICE DEPARTMENT MISSION STATEMENT

The mission of the Racine Police Department is to:

- Protect life and property
- Prevent crime through cultivating problem-solving community partnerships
- Build trust
- Serve with honor, integrity, and compassion

PREAMBLE

As police officers, we should remember that in the execution of our duties, we act not for ourselves but for the public and that our appointment is in no sense intended to be used for our own personal advantage. The law regulating our function hinges upon this principle. Officers must bear in mind that we represent the dignity and authority of the State of Wisconsin and are the representative of the law to whose demands all persons must submit. Officers also bare the heavy burden of maintaining a police tradition often dearly paid for, set down by our predecessors.

We must be willing to do everything within our power to bring respect, dignity, pride, and competence not only to ourselves as police officers and to the department that we represent, but also to the entire community.

This department manual, along with other rules, regulations, general orders, and directives are for internal use only and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of these written directives, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

We recognize that we are government's most visible representative and that we respond to the needs of our customers, 24 hours a day, 7 days a week. We also recognize the awesome responsibility to exercise the unique powers given to us to accomplish our mission. We must acknowledge that we are held to a higher standard; therefore, our personal and professional lives must be exemplary.

ARTHEL L. HOWELL
CHIEF OF POLICE

STATEMENT OF RESPONSIBILITY

DEPARTMENTAL POLICE MANUAL

It shall be the duty of every member and employee of the Racine Police Department to thoroughly familiarize him or herself with the provisions of the manual that deal specifically and generally with the duties of his or her rank, grade, or position.

All members and employees of the department shall be held accountable for the proper performance of the duties assigned to them, as well as for strict adherence to the orders, rules and regulations adopted from time to time for the governance of the department. There shall be no excuse or justification for anything that they may do contrary to the orders, rules and regulations, or for anything that they may fail to do in keeping with their responsibilities, except when an officer of higher rank assumes the responsibility for issuing direct contrary orders.

All general orders, memorandums, special circulars or other orders printed upon authorized department forms that have been approved or signed by the Chief of Police, shall have the force and effect of a department regulation. Thus, all members and employees of the department shall become familiar with the regulations and provisions thereof.

ARTHEL L. HOWELL
CHIEF OF POLICE

STATEMENT OF PURPOSE
DEPARTMENTAL POLICE MANUAL

The purpose of this manual is to establish and document departmental procedures for the assistance, guidance, and control of all members and employees of the Racine Police Department.

A comprehensive police manual is vital to our efficiency in order to clarify responsibilities and duties, as well as to reflect management objectives.

The manual stresses that we are professionals and, as professionals, we have a sworn duty to protect and serve the citizens of the City of Racine.

This manual allows for easy references, updating, and spells out the general subject areas for all members. It is apparent that rules or procedures cannot be established to include every possible situation encountered by individual members, nor is this the intent of the manual. Some areas must be left to the discretion and sound judgement of the individual members. All rules, regulations, policies and procedures set forth herein are to be construed in the light of reasonableness. All members will be expected to conduct themselves as reasonably prudent professional police officers within the framework or guidelines of the rules, regulations, policies and procedures. However, for uniform operations, the methods outlined herein, shall be followed as closely as circumstances permit.

Staff inspections will be made from time to time to determine if each member, unit, or division is operating according to the manner set forth in this manual.

ARTHEL L. HOWELL
CHIEF OF POLICE



City of Racine Police Department
Policy and Procedure

Number:

Subject: Department Manual Definitions		
Date Issued: 04-01-78	Effective Date: May 31, 2002	Revision Number: 1

Employee – is any non-sworn person that is employed by the City of Racine and under direct or indirect supervision of a sworn officer of the Racine Police Department.

General Order – An order published by the Chief’s Office that defines policy and directs procedures for the indefinite future of the department. These General Orders will often provide a stopgap until the issue can be thoroughly addressed through the process of procedural development.

Legal Bulletin – A document directed by the Chief’s Office that usually recaps case law or doctrine specific to the law enforcement function. It emphasizes reviews change required in practices that are stimulated by the establishment of new law through legislative action as well as law changed due to the judicial process.

Member – is a sworn officer of the Racine Police Department.

Personnel Order – An order published by the Chief’s Office that directs the changes and status of assignments of personnel within the department.

Procedure – A series of steps that provide general guidance through the use of an orderly arrangement of variables. The design is such that when practical, individual situations will require some discretion within limits. Generally, this process is used to detail a series of actions while allowing SOPs (as defined below) to address the deviations from situation to situation that routinely occur in our profession and can not always be predicted.

Shift Commander – A sworn member of the Racine Police Department that has a defined responsibility for the function of a designated Patrol Shift and all actions that occur during those specific hours. Examples would include:

Lt of Police – Patrol having functional control over all actions occurring during his or her normal shift assignment.

NOTE: These duties may be delegated to a subordinate or a peer since they are status-based duties as opposed to rank-based duties.

Special Order – An order published by the Chief’s Office that addresses a specific event or set of circumstances that are usually short-term in nature. Specific instructions are provided as to the handling of a special event.

Standard Operating Procedure (SOP) – a point by point process that details action to be taken in order to accomplish a specific task. The normal purpose is to regulate the actual protocols followed by a specific unit within the department as the members’ address a specific type of problem or action.

Supervisor – a sworn member of the Racine Police Department that is of the rank of Sergeant or above, that is directly responsible for the actions of those underneath him or her on the shift or within a unit. Supervisory duties may be delegated to another Sergeant or above.

Training Bulletin – A document directed by the Chief’s Office to provide instructional material on new law enforcement methodology and tools necessary for the efficient operation of members of the department. Some of these training bulletins provide us with changes in doctrine that ultimately are placed in future versions of department procedure.

Unit Commander – A sworn member of the Racine Police Department that retains control over the function of a specific operational environment other than Patrol. Examples would include:

Lt of Police-Street Crimes with functional control over the Gang and Drug Units of the department.

SWAT Commander with control over the members of the SWAT unit.

NOTE: These duties may be delegated to a subordinate or a peer since they are status-based duties as opposed to rank-based duties.