

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	4.3 Issuing Policies and Procedures			
Effective Date:	12/1/1980	Revision Date:	3/14/2019	
Action:	O-268. Current KPPA Contract			Number of pages: 2

I. PURPOSE

The purpose of this policy is to provide guidelines for the development, implementation and issuance of policies and procedures.

II. POLICY

It is the policy of the Kenosha Police Department to keep all members of the Department informed on the Department's Policies and Procedures. To this end the Department will provide each member of the Department access to a copy of every policy, and each member will be given an opportunity to make comments and recommendations on each new or revised policy and procedure.

III. RESPONSIBILITIES

1. The Chief of Police, Deputy Chief of Police, Inspector of Police and each shift and/or division commanding officer is responsible for keeping all sworn and civilian personnel informed on all policies and procedures.
2. Each member of the Department whether sworn or civilian will be required to read and understand each policy and procedure then complete the Record of Issuance – Acknowledgement of Receipt and Understanding
3. If a member does not understand a policy, in part or in its entirety, it shall be their responsibility to seek clarification from their supervisor, shift commander, commanding officer or designee. It shall be the responsibility of each shift commander/commanding officer to ensure that the member is provided clarification sufficient to confirm understanding of the policy, including referral to the Planning, Training and Services Division
4. All sworn and civilian personnel will be held accountable for compliance with the current policies and procedures.
5. All sworn and civilian personnel are required to report to their immediate supervisor any situations they encounter where the Kenosha Police Department's policies and procedures are outdated, inappropriate, inadequate, or are in conflict with other established practices, Federal laws, State Statutes or Municipal Ordinances.
6. Any supervisor informed of the above need for revision will forward this information to the Captain assigned to the Planning, Training and Services Division.

IV. PROCEDURE

1. The Captain assigned to the Planning, Training and Services Division, or their designee, will review each policy and procedure on a regular basis, or when directed to do so, to ensure that they are up to date and appropriate.
2. When there is a need to revise or create policy and procedure, the Captain assigned to the Planning, Training and Services Division will prepare a draft version to be presented to the Chief of Police for approval.
3. Once approved, new or revised policies and procedures shall be duplicated and distributed electronically or in hard copy as follows:
 - A copy to the Chief of Police
 - A copy to the Deputy Chief of Police and Inspector of Police
 - One copy to the President and one copy to the Vice President of the K.P.P.A.
 - One copy to be posted on the bulletin board in the Detective Squad Room and one copy in the Patrol Squad Room.
4. The delivery of the copies as specified above places each member of the Department on notice that they have fourteen (14) days in which they can raise any questions or propose suggestions for the policy and procedure. During the initial fourteen (14) day period an extension of an additional four (4) days will be granted, if that extension is requested in writing by an officer of the K.P.P.A.
5. After the policy and procedure has been available for review as specified, it will be published. A copy of each policy will be made available to every employee.
6. Every employee will be required to read, acknowledge receipt of and acknowledge that they understand each policy. If an employee does not understand a policy, in part or in its entirety, it shall be their responsibility to seek clarification from their supervisor, shift commander, commanding officer or designee. Each employee shall be required to sign the Record of Issuance – Acknowledgment of Receipt and Understanding indicating their receipt of and understanding of the policy.
7. Each shift commander is responsible for the distribution and appropriate completion of the Record of Issuance – Acknowledgment of Receipt and Understanding by each member of the Department under their command.
8. The Captain assigned to the Planning, Training and Services Division will be responsible for distribution of policies and procedures to each division, shift, including civilian staff.
9. After the Issuance – Acknowledgement of Receipt and Understanding is signed by each member it will be returned to the Planning, Training and Services Division.