



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

***Number: 301***

<b>Subject:</b> <b>Duties and Responsibilities – Chief of Police</b>		
<b>Date Issued:</b> <b>04-01-78</b>	<b>Effective Date:</b> <b>09-15-11</b>	<b>Revision Number:</b> <b>3</b>

1. Appointment. The Chief of Police shall be appointed by the Police and Fire Commission.
  - a. He/she shall report to the Police and Fire Commission and work with the City Administrator and Mayor.
  - b. He/she shall maintain the City Hall work schedule (Mon-Fri). However, the Chief of Police shall be expected to vary the hours worked in order to accommodate meetings and events that are deemed essential for the effective leadership of the Racine Police Department.
2. Duties and Responsibilities. The Chief of Police shall:
  - a. Be capable of performing all of the essential functions of a sworn police officer which include, at a minimum, but are not limited to the following:
    - (1) Regular and predictable attendance at work
    - (2) Ability to get along with and work well with others
    - (3) Ability to make forcible arrests
    - (4) Ability to operate a motor vehicle under emergency conditions
    - (5) Ability to qualify with Department firearms
    - (6) Ability to write clear, concise, accurate reports
    - (7) Ability to work with computers and programs used by the Department
  - b. Shall be the commanding officer of the police force and be responsible for the enforcement of law and order.
  - c. Shall have general supervision over the Police Department and be responsible for the efficiency thereof.
  - d. Have the duty to keep record of receipts and turn over monies.
  - e. Shall see that all ordinances of the city are enforced.
  - f. Establish the organizational, administrative and disciplinary structure of the Department.
    - (1) Prescribe rules, regulations, orders, policies and procedures as necessary.
    - (2) Initiate disciplinary proceedings.
    - (3) Regulate Department activities by order or instruction.
    - (4) Regulate Department budgetary needs.
  - g. Shall be responsible for the care and maintenance of all property and equipment of the Department.
  - h. Have the responsibility for promotion, assignment and transfer of members or employees within the Department.
  - i. Represent the Department before outside agencies, groups, organizations and departments.
  - j. Conform with and carry out all provisions of laws or ordinances pertaining to the Department.

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