



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

**Number: 305**

Subject: <b>Duties and Responsibilities – Lieutenant of Police – Internal Affairs</b>		
Date Issued: <b>04-27-90</b>	Date Revised: <b>12-07-17</b>	Revision Number: <b>5</b>

1. The Lieutenant of Police - Internal Affairs shall be appointed by the Chief of Police.
2. The Lieutenant of Police - Internal Affairs shall:
  - a. Report to the Deputy Chief of Police – Professional Standards.
  - b. Maintain the City Hall work schedule (Mon-Fri). He/she shall be expected to vary the hours worked in order to accommodate meetings and events that are deemed essential for the effective performance of the Lieutenant of Police – Internal Affairs position.
  - c. 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) Get along with and work well with others
    - 3) Make forcible arrests
    - 4) Operate a motor vehicle under emergency conditions
    - 5) Qualify with Department firearms
    - 6) Write clear, concise, accurate reports
    - 7) Work with computers and programs used by the Department
  - d. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
  - e. Have knowledge of and obey all policies, procedures, rules, regulations, orders, and directives pertaining specifically or generally to this position.
  - f. Review complaints/allegations filed against the Department and its members and determine the course of action the investigation will follow.
  - g. Have the ability to coordinate and work with various legal resources to ensure that proper investigations are conducted.
  - h. Work with the current approved vendor to manage the Department's drug testing program.
  - i. Maintain files on the following:
    - 1) All internal investigations and disciplinary reports.
    - 2) Ongoing lawsuits against the Department, its members or the City of Racine.
    - 3) Drug Testing Results.
  - j. Provide information and reports on investigations or other matters, as necessary or upon request, to the Chief of Police, through the Deputy Chief of Police – Professional Standards.
  - k. Prepare packages of all necessary reports for Police & Fire Commission meetings.
  - l. Attend Police & Fire Commission meetings and any other hearings requiring the presence of the Internal Affairs Lieutenant.
  - m. When required, obtain written order for suspensions and related documents and make notice of suspension to the proper authorities and the affected member(s).
  - n. Participate in monthly staff beat assignments during summer months, adjusting the work hours accordingly.
  - o. Complete any other assignments or provide any other reports as directed by the Deputy Chief of Police – Professional Standards.

**RELATED PROCEDURES**

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