1. The Lieutenant of Police - Internal Affairs shall be appointed by the Chief of Police.

2. The Lieutenant of Police - Internal Affairs shall:
   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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