



City of Racine Police Department

Policy and Procedure

Number: 306

Subject: Duties and Responsibilities – Deputy Chief of Police – Support Services Division		
Date Issued: 01-09-05	Effective Date: 09-15-11	Revision Number: 2

1. Appointment. The Deputy Chief of Police – Support Services shall be appointed by the Chief of Police subject to the approval of the Police and Fire Commission.
 - a. He/she shall report to the Chief of Police.
 - b. He/she shall 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 administration of the Department.
2. The Deputy 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. Inspect the uniforms, plainclothes apparel, equipment and appearance of personnel under his/her command, and take such action as necessary to ensure compliance with Department specifications.
 - c. Participate in the Department's budget planning and regulate Department budgetary needs.
 - d. Assume the duties and responsibilities of the Chief of Police when assigned.
 - e. When assigned by the Chief of Police, perform liaison duties with the Police and Fire Commission and City Council on behalf of the Department.
 - f. Oversee the creation of the annual rotating and weekend work schedules.
 - g. Have knowledge of and obey all policies, procedures, rules, regulations, orders, and directives pertaining specifically or generally to this position.
 - h. Enforce all policies, procedures, rules, regulations, orders, and directives that are specifically or generally applicable to the members and employees being supervised.
 - i. Have direct command of all sworn and civilian personnel assigned to the Division and subordinate units and functions.
 - j. Ensure that he/she checks e-mail, voice mail, and any assigned mailboxes at least once each workday.
 - k. Ensure that all Division subordinates are evaluated in a timely fashion per the Performance Appraisal policy (#215).
 - l. Ensure that all civilian employees under his/her command are evaluated on a timely basis using the City of Racine Performance Appraisal process.
 - m. Receive, maintain in an up-to-date manner, be aware of, and obey, all provisions of the Police Department Manual.
 - n. Be responsible for the punctual reporting of all personnel under his/her command and keep or cause to be kept, a record of each member or employee's attendance, overtime, checkout time, days off, leaves of absence, sick leave or suspension.
 - o. As necessary, perform duties required of patrol officers as described within Procedure #324.
 - p. Assume command of, and direct other operational or support units when in the best interests of the Department to do so.
 - q. Ensure that all the duties performed by members of the Division are in accordance with the Department's values as well as its mission and vision statements.
 - r. Accept and investigate allegations of police misconduct by members of the Department consistent with the applicable Policy & Procedures (Series 500).

- s. Be responsible for keeping the Department's standard records, reports and accounts that pertain to the operation of the unit under his/her command.
 - t. Train his/her subordinates in police practices, procedures, rules and duties.
 - u. Inspect and properly maintain all equipment, office space, supplies and installations assigned to his/her command.
 - v. Inform all members and employees under his/her command of occurrences within the City relating to police duties and responsibilities.
 - w. Be familiar with crime trends and other police related occurrences within the City.
 - x. Monitor the training opportunities for members of the Division to ensure that they receive the training necessary to successfully operate within the Division.
 - y. Review and endorse outgoing proposals and reports from the Division.
 - z. Keep abreast of crime trends and trouble areas in the community.
 - aa. Deliver talks at public gatherings and attend public functions as directed.
 - bb. Prepare components of the budget for the Chief of Police and monitor accounts during the year in order to forecast discrepancies in the budget plan. Timely report budget discrepancies to the Chief of Police.
 - cc. Approve use of Department stationery.
 - dd. Attend the Chief's Staff meeting.
 - ee. Assist in maintaining efficiency, effectiveness and morale of the Department.
 - ff. Develop and review Standard Operating Procedures for the Division.
 - gg. Establish whatever details and assignments necessary to the efficient performance of his/her Division.
 - hh. Perform other duties as assigned.
3. The Deputy Chief of Police – Support Services Division shall:
- a. Monitor the Support Services Division to ensure that the overall effectiveness of the division continues to improve.
 - b. The Deputy Chief of Support Services will act as the manager for the annual budget preparation project.
 - c. Oversee the Administrative Section and its functions.
 - d. Oversee the Courts Section and its functions.

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