



City of Racine Police Department

Policy and Procedure

Number: 307

Subject: Duties and Responsibilities - Sergeant of Police – Special Investigations - Drug Unit		
Date Issued: 06-02-00	Effective Date: 05-12-12	Revision Number: 4

1. The Chief of Police shall appoint the Sergeant of Police – Drug Unit.
2. The Sergeant of Police – Special Investigations Drug Unit shall:
 - a. Report to the Lieutenant of Police – Special Investigations.
 - b. Maintain the City Hall work schedule (Mon - Fri).
 - c. Vary the hours worked in order to best accomplish the unit's goals and to accommodate meetings or events that are deemed essential for the effective performance of the Sergeant of Police – Drug Unit position.
 - d. 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.
 - e. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
 - f. Have knowledge of and obey all policies, procedures, rules, regulations, orders, and directives pertaining specifically or generally to this position.
 - g. Enforce all policies, procedures, rules, regulations, orders, and directives which are specifically or generally applicable to the members or employees being supervised.
 - h. Initiate disciplinary action involving subordinate members or employees as necessary.
 - i. Be familiar with the duties and responsibilities of the Lieutenant of Special Investigations and be prepared to assume those duties in his/her absence.
 - j. Interact with the Special Investigations (Gang Unit) Sergeant and Lieutenant of Special Investigations to coordinate the activities of the Drug Unit and Special Investigations Unit when appropriate, ensuring that they are used as effectively as possible in the support of the Department's goals.
 - k. As part of Major Crimes, be responsible for crime scenes and Major Crimes related investigations and delegate assignments deemed necessary.
 - l. Ensure that members of the Drug Unit are evaluated in a timely fashion per the Performance Appraisal policy (#215).
 - m. Maintain the Rollcall folder in the Drug Unit office to ensure that the events of the previous 24 hours are available for review by the investigators within the Unit.
 - n. Meet with unit members to develop an appropriate exchange of information amongst the investigators/officers assigned to the Unit.
 - o. Oversee the assignment(s) of all complaints of drug related activity that come through the various channels into the Drug Unit.
 - p. Using good case management techniques, oversee the assignment, review, followup and clearance of cases handled within the Drug Unit.
 - q. Review the reports of Drug Unit members for accuracy and completeness.
 - r. Assist Drug Unit members and provide input and make recommendations whenever appropriate.
 - s. Provide active and direct supervision in:
 - (1) The preparation, execution, and return of search warrants,
 - (2) Case management
 - (3) The execution of stakeouts.
 - (4) Drug buy operations
 - (5) Other investigations as needed.
 - t. Monitor and administer the monetary account for informants and "buy money".

- u. Monitor the requests for time off and ensure that there is always adequate staffing to accomplish the unit's functions.
- v. Maintain and update databases that are relevant to the Drug Unit operation.
- w. Oversee the use of confidential informants by members of the unit (per Policy # 2100).
- x. Coordinate the usage of outside agencies as needed when completing local and federal investigations.
- y. Monitor the training opportunities for members of the Drug Unit to ensure that they receive the training necessary to successfully operate within the unit.
- z. When assigned by the Lieutenant of Special Investigations, maintain the Time Records for the Drug Unit ensuring that overtime is reviewed for necessity and approval.
 - aa. Monitor the operation of the unit to ensure that the overall effectiveness continues to improve.
 - bb. Review all requests for supplies and equipment, forwarding those that are approved.
 - cc. Maintain a supply of all forms and records used frequently by members of the Drug Unit.
 - dd. Work with the Lieutenant of Special Investigations to develop the budget requirements for the unit.
 - ee. Implement and control the approved budget as it pertains to the Drug Unit.
 - ff. Perform other such duties as assigned.

[Table of Contents](#)