



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

**Number: 309**

Subject: <b>Duties and Responsibilities – Police Officer – Gang Unit</b>		
Date Issued: <b>06-09-2000</b>	Date Revised: <b>09-29-2017</b>	Revision Number: <b>3</b>

1. The Chief of Police shall appoint the Police Officer – Gang Unit upon the recommendation of the Position Selection Committee. The Chief may consider other factors (productivity, discipline, attendance, etc.) into the process of appointing an officer.
2. The Gang Unit Officer shall:
  - a. Report to the Sergeant of the Gang Unit.
  - b. Shall adhere to a flexible schedule as articulated in posting.
  - 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. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
  - e. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
  - f. Report to supervisor each workday.
  - g. Check the Roll Call folder at the beginning of each workday to keep up with the events of the previous 24 hours, to learn of the arrests during that time as well as any other information pertinent to the operation of the Gang Unit.
  - h. Respond to gang-related calls for service when available.
  - i. Be highly visible and proactive in self-initiated gang suppressive enforcement.
  - j. Gather and document gang-related intelligence such as photographs.
  - k. Coordinate efforts with other Departmental units and sections, including assisting in the investigation of gang-related criminal offenses.
  - l. Assist Gang Unit Investigators and others assigned to the Greater Racine Gang Task Force with their assigned tasks at the direction of a supervisor.
  - m. Be prepared to participate in the various types of investigative tools such as undercover work, surveillance operations, directed enforcement, as well as suspect jumps, etc.
  - n. Remain familiar with known criminals and their associates; know their general behavior patterns, gang affiliations, hangouts, vehicles, and modus operandi.
  - o. Serve warrants and subpoenas for our Department or other agencies, as assigned.
  - p. Pass on information to Crime Analysis for distribution to other Department members.
  - q. Answer phone calls when present in the Gang Unit office.
  - r. Perform other duties as assigned.

**RELATED PROCEDURES**

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