



City of Racine Police Department
Policy and Procedure

Number: 311

Subject: Duties and Responsibilities – Gang Investigator – Special Investigations Unit		
Date Issued: 06-09-00	Date Revised: 06-21-18	Revision Number: 4

1. Appointment. An Investigator – Gang Enforcement shall be appointed by the Chief of Police.
 - a. He/she shall report to the Lieutenant of Police – Special Investigations.
 - b. He/she shall maintain the “Work Week-Special Job Requirements” Schedule per contract.
2. Duties and Responsibilities. In addition to performing those duties and responsibilities of a general nature which would apply to any sworn officer and are specified in “Duties and Responsibilities: Police Officer - Patrol”, a Gang Enforcement Investigator 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. Keep informed on Supreme Court and other legal decisions affecting the criminal law, as well as changes in state statutes and local ordinances.
 - c. Ensure that he/she checks E-Mail, Voice Mail, the bulletin board and his/her personal mailbox on a daily basis to learn of new orders, directives, procedures, etc., and to obtain any new assignments.
 - d. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
 - e. Ensure that he/she attends roll call or checks 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.
 - f. Review assignments for completeness of reports and to determine undeveloped leads needing follow-up.
 - g. Utilize all available resources for clearance of crimes, arrest of offenders.
 - h. Be prepared to participate in the various types of investigative tools such as undercover work, surveillance operations, as well as street jumps, etc.
 - i. Remain familiar with known criminals and their associates; know their general behavior patterns, hangouts, vehicles, and modus operandi.
 - j. Develop informants and assist in maintaining the unit's informant list.
 - k. Remain proficient in the development and writing of affidavits and search warrants.
 - l. Make contact with victim(s) and interview witnesses and potential witnesses and conduct a methodical follow-up investigation of crimes, as assigned
 - 1) Survey crime scenes and search for evidence and/or witnesses that may have been overlooked during the original contact.
 - 2) Obtain question-and-answer statements or sworn affidavits from witnesses and/or suspects.
 - 3) Develop suspects, arrest and process offenders.
 - 4) Prepare paperwork for transmittal to the District Attorney's Office for prosecution.
 - 5) Testify in court and assist the District Attorney's Office with prosecution, i.e., interview alibi witnesses, re-interview witnesses before trial, etc.

- 6) Keep supervisory officer informed of progress or lack of progress with work assignments.
- 7) Ensure that any need for overtime necessary to accomplish a specific investigation is coordinated with, and approved by a Gang Enforcement Sergeant or Lieutenant.
- 8) Terminate cases in accordance with established procedures.
- m. Maintain the Department's gang intelligence files by regularly completing new and updated gang profile sheets.
- n. Conduct jail interviews when known or suspected gang members are incarcerated.
- o. When assigned, mark and package evidence and prepare transmittal documents for transport to the State Crime Lab.
- p. Serve warrants and subpoenas for our Department or other agencies, as assigned.
- q. Pass on information to Crime Analysis for distribution to other Department members.
- r. Answer phone calls when present in the various gang offices.
- s. Serve as training officer for new Investigators, when assigned.
- t. Ensure that he/she maintains their assigned vehicle and equipment.
- u. Be willing to submit to and pass a background investigation conducted by the F.B.I.
- v. Be willing to serve as a member, in good standing, of the F.B.I. Southeastern Wisconsin Gang Task Force.
- w. Initiate and complete cases designated for federal prosecution.
- x. Respond to gang-related calls for service when available.
- y. Be willing to serve as a member of the Major Crimes Investigation Squad.
- z. Perform other duties as assigned by superior officers.
- aa. Notify supervisor in advance of your attendance at meetings or other special events that will require you to be away from your office or assigned duties.

RELATED PROCEDURES

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