



City of Racine Police Department
Policy and Procedure

Number: 313

Subject: Duties and Responsibilities - Lieutenant of Police – Technology		
Date Issued: 06-20-03	Effective Date: 01-20-11	Revision Number: 2

1. The Lieutenant of Police – Technology shall be appointed by the Chief of Police.
2. The Lieutenant of Police – Technology shall:
 - a. Report to the Deputy Chief of Police, Support Services.
 - 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 – Technology 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. Have knowledge of and obey all policies, procedures, rules, regulations, orders, and directives pertaining specifically or generally to this position.
 - (1) Enforce all policies, procedures, rules, regulations, orders, and directives that are specifically or generally applicable to the members or employees being supervised.
 - (2) Initiate disciplinary action involving members or employees as necessary.
 - e. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
 - f. Ensure that all members under his/her command are evaluated in a timely fashion according to the Performance Appraisal procedure (#215).
 - g. Ensure that all civilian employees under his/her command are evaluated on a timely basis using the City of Racine Performance Appraisal process.
 - h. Implement and administer approved budgets.
 - i. Communicate with other divisions regarding technology and training needs.
 - j. Maintain the RAPD and Phoenix Databases as needed.
 - k. Work with the City of Racine MIS Department to install and maintain computers, squad MDCs and in-car video equipment.
 - l. Work with the Radio Tower on any installation/squad change over or repair issues.
 - m. Plan and coordinate with MIS technology updates/upgrades for the Department.
 - n. Attend periodic meetings with other Phoenix agencies regarding Phoenix software, programming and upgrades.
 - o. Work with the Department of Public Works to maintain the Department phone system.
 - p. Maintain and publish the Department phone directory.
 - q. Perform other duties as assigned.

[Table of Contents](#)