



City of Racine Police Department
Policy and Procedure

Number: 314

Subject: Duties and Responsibilities - Police Officer – Training Officer		
Date Issued: 07-30-82	Effective Date: 02-17-11	Revision Number: 6

1. Appointment. The Chief of Police shall appoint the Training Officer upon the recommendation of the Position Selection Committee.
 - a. He/she shall report to the Lieutenant of Police – Training.
 - b. He/she shall maintain the City Hall work schedule (Mon-Fri).
2. Duties and Responsibilities. The Training Officer 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. Successfully earn certifications of training, for the following, within the first year of assignment:
 - 1) Instructor Development Course.
 - 2) Semi-Auto Firearms Instructor Course.
 - 3) Semi-Auto Armorer Course for all issued duty weapons.
 - c. Possess strong communication and organizational skills as well as work independently.
 - d. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
 - e. Assist in the development, presentation (if qualified), and/or scheduling of departmental training including, but not limited to the following:
 - 1) In-service training.
 - 2) Defense and Arrest Tactics training.
 - 3) Firearms training (including course design, recordkeeping, attendance and remediation).
 - a) Inventory and stock materials required for range instruction.
 - 4) Roll Call training.
 - 5) Instructor training.
 - 6) Vehicle contacts.
 - 7) Chemical Munitions.
 - 8) Less Lethal Munitions.
 - f. Maintain accurate, complete and up-to-date records concerning the following:
 - 1) Qualified Range Officers, Armorers, DAAT instructors, Taser instructors and other instructors requiring formalized certification (Department, State, and Manufacturer).
 - 2) Department weapons (including issuance and location of weapons):
 - a) Duty weapon qualification scores.
 - b) Support Weapon Qualifications.
 - c) Courses of instruction and courses fired.
 - d) Distinguished Master qualifications and awards.
 - e) Officers failing to attend range training.
 - f) Officers failing to qualify with their weapons.
 - g) Maintenance of weapons.
 - 3) Department less Lethal Weapons.
 - 4) Department chemical munitions.
 - 5) Off-duty and secondary weapon qualifications.
 - 6) Individual officer training files.

- 7) Budgets (as required)
 - a) Training account ledger
 - b) Ammunition accounts
- g. Initiate the annual weapons inspection to be conducted and report the results to the Training Lieutenant.
- h. Conduct new officer orientation and prepare those officers attending certification academy.
- i. Perform other duties as assigned by competent authority.

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