



City of Racine Police Department
Policy and Procedure

Number: 315

Subject: Duties and Responsibilities - Drug Investigator – Special Investigations Unit		
Date Issued: 06-09-00	Effective Date: 01-20-11	Revision Number: 4

1. Appointment. An Investigator – Special Investigations shall be appointed by the Chief of Police.
 - a. He/she shall report to the Lieutenant of Police – Special Investigations Unit.
 - b. He/she shall maintain the City Hall work schedule (Mon-Fri).
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 Special Investigations Unit 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) 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
 - b. Ensure that he/she checks E-Mail, Voice Mail, the bulletin board and assigned mailboxes on a daily basis to learn of new orders, directives, procedures, etc., and to obtain any new assignments.
 - c. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
 - d. Ensure that he/she 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 Special Investigations Unit.
 - e. Keep informed on Supreme Court and other legal decisions affecting the criminal law, as well as changes in state statutes and local ordinances.
 - 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. Respond to Major Crimes call-up incidents as requested.
 - k. Develop informants and assist in maintaining the unit’s informant list.
 - l. Remain proficient in the development and writing of affidavits, search warrants and forfeiture documents.
 - m. Make contact with 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 the Special Investigations Unit Lieutenant.

- (8) Terminate cases in accordance with established procedures within SIU.
- n. When assigned, mark and package evidence and prepare transmittal documents for transport to the State Crime lab.
 - o. Serve warrants and subpoenas for the 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 Special Investigations Unit office.
 - r. Serve as training officer for new Investigators, when assigned.
 - s. Ensure that he/she maintains their assigned vehicle and equipment.
 - t. Perform other duties as assigned by superior officers.

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