



City of Racine Police Department
Policy and Procedure

Number: 316

Subject: Duties and Responsibilities – Sergeant of Police - Training		
Date Issued: 06-27-2003	Date Revised: 09-29-2017	Revision Number: 3

1. The Chief of Police shall appoint the Sergeant of Police – Training.
2. The Sergeant of Police – Training shall:
 - a. Report to the Lieutenant of Police – Training.
 - b. Maintain the City Hall work schedule (Mon-Fri).
 - 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. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
 - e. Have knowledge of and obey all policies, procedures, rules, regulations, orders, and directives pertaining specifically or generally to this position.
 - f. Enforce all policies, procedures, rules, regulations, orders, and directives that are specifically or generally applicable to the members being supervised.
 - g. Initiate disciplinary action involving members as necessary.
 - h. Ensure that all members under their command are evaluated in a timely fashion according to the Performance Appraisal procedure (#215).
 - i. Coordinate with, and act as quality control for all training brought to the Racine Police Department by outside agencies or presenters.
 - j. Serve as a representative of the Racine Police Department on various committees and boards as directed.
 - k. Work with other members of the Training Unit in their efforts to locate training schools and specialized training that meet Departmental training needs/objectives for sworn and civilian personnel.
 - l. Oversee the Field Training Officer program.
 - m. Oversee the development, presentation, and/or scheduling of departmental training.
 - n. Oversee the recordkeeping of the Training Officer with regards to:
 - 1) Instructors/Armorers
 - 2) Department weapons (qualifications/maintenance/inspections)
 - 3) Individual Officer Training Records
 - 4) Training/Ammunition/Equipment Budgets
 - o. Coordinate, oversee, and schedule the Department's pre and post academies for new hires.
 - p. Coordinate the Department's annual gas mask fit test program.
 - q. Prepare and submit probationary officer reports to the Deputy Chief of Professional Standards for the Police and Fire Commission quarterly meetings.
 - r. Perform other duties as assigned.

RELATED PROCEDURES

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