1. The Chief of Police shall appoint the Sergeant of Police – Training.

2. The Sergeant of Police – Training shall:
   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.