



City of Racine Police Department
Policy and Procedure

Number: 320

Subject: Duties and Responsibilities – Police Officer –Crime Prevention		
Date Issued: 05-12-2000	Effective Date: 04-02-14	Revision Number: 4

POLICY

1. Appointment. The Police Officer – Crime Prevention shall be appointed by the Chief of Police upon the recommendation of the Position Selection Committee.
 - a. He/she shall report to the Sergeant of Police – Community Oriented Police Unit.
 - b. He/she shall maintain the City Hall work schedule (Mon-Fri).
 - c. 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 this position.
2. Duties and Responsibilities. The Crime Prevention 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) 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. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
 - c. Check e-mail, voice mail, and any assigned mailboxes at least once each workday.
 - d. Develop Crime Prevention and Safety Programs for the Department and the City of Racine.
 - e. Be the Department liaison in support of the Racine Police Department Organizational Mission and Goals to:
 - 1) Neighborhood Watch Program
 - 2) Racine County TRIAD
 - 3) Racine Police Department Volunteer Program
 - 4) Crime Stoppers Program
 - a) Make public presentations pertaining to Crime Stoppers
 - b) Identify, write, and distribute the “Crime of the Week” by fax/email to various media and radio broadcasting at WRJN and WEXT radio stations.
 - c) Prior to distributing the “Crime of the Week” approval must be obtained from assigned Investigator or Investigative Division Supervisor. Only approved information will be released.
 - d) Recommend appropriate awards for successful “tips” at Crime Stoppers monthly board meeting and maintain relevant statistics.
 - e) Maintain supplies necessary for the Crime Stopper Program.
 - f) Monitor and conduct annual review of countywide school “Quick-Tip” program to ensure school compliance with program goals and objectives.
 - f. Assist in coordinating the volunteer efforts at the Regency Mall Community Information Center.
 - g. Have a working knowledge of the CityWatch outbound messaging system.
 - h. Train officers and volunteers in crime prevention techniques.
 - i. Reply to all security referrals from Victim Witness, Investigative Units and Neighborhood Watch.
 - j. Provide security surveys for residential, commercial and retail properties.

- k. Prepare and make public presentations of information concerning crime and crime prevention.
- l. Process Volunteer Program identification cards through the I.D. Unit.
- m. Perform other duties as directed by the Sergeant of Police – Community Oriented Police Unit.

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