



City of Racine Police Department  
**Policy and Procedure**

**Number: 322**

<b>Subject:</b> <b>Duties and Responsibilities - Lieutenant of Police - Patrol</b>		
<b>Date Issued:</b> <b>04-01-78</b>	<b>Effective Date:</b> <b>12-01-11</b>	<b>Revision Number:</b> <b>4</b>

1. Appointment. The Chief of Police shall appoint the Lieutenant of Police – Patrol subject to the approval of the Police and Fire Commission.
  - a. He/she shall report to the Patrol Division Commander.
  - b. He/she shall work the same shift as the members he/she commands.
  - 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 as a Patrol Shift Commander.
2. Duties and Responsibilities. The Lieutenant of Police - Patrol 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. Assume command of the Department in the absence of higher authority.
  - c. Take charge of all field operations that occur within your command utilizing the Incident Command System.
  - d. Handle all complaints of violations of rules of conduct that come to his/her attention, initiate investigations according to procedure, assign internal investigations when necessary and review all shift investigations when complete.
  - e. Be familiar with crime trends as well as quality of life issues in the City.
  - f. Ensure the proper handling of all incidents or matters occurring during your command.
  - g. Review the circumstances pertaining to all searches, arrests, incarcerations or other activities that occur during your command.
  - h. Check E-mail, Voice Mail and any assigned mailboxes at least once each workday.
  - i. Receive, maintain in an up-to-date manner, be aware of, and obey, all provisions of the Department Police Manual.
  - j. Have direct supervisory responsibility for Sergeants under his/her command.
  - k. Supervise the shift rollcall and information presented.
  - l. Respond to emergency situations as necessary and assume direct command at the scene once proper relief is in place at the Safety Building.
  - m. Keep unit records, report and accounts as assigned by the Patrol Division Commander.
  - n. Ensure that subordinates are constantly updated and trained in proper police practices, procedures, rules and duties.
  - o. Perform other duties as assigned by the Patrol Division Commander or other competent authority.
  - p. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.

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