



City of Racine Police Department
Policy and Procedure

Number: 323

Subject: Duties and Responsibilities - Sergeant of Police - Patrol		
Date Issued: 4-1-78	Effective Date: 06-17-11	Revision Number: 4

1. The Chief of Police shall appoint a Sergeant of Police – Patrol subject to the approval of the Police and Fire Commission.
2. A Sergeant of Police - Patrol shall:
 - a. Report to the Lieutenant of Police – Patrol.
 - b. Maintain the Rotating Day Off schedule on the shift assigned.
 - 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. Be in direct command of personnel assigned to him/her by the Patrol Lieutenant.
 - e. Evaluate members under his/her command per the Performance Appraisal procedure (#215).
 1. Complete monthly evaluations of assigned Probationary Officers.
 2. Closely monitor probationary officers in the field training program (direct observation, report review and weekly meetings with the FTO and the probationary officer).
 - f. Check E-Mail, Voice Mail, and any assigned mailboxes at least once per workday.
 - g. Be responsible for the uniforms, appearance, equipment and conduct of those personnel under his/her span of control.
 - h. Be responsible for the assignment of details, training and supervision of those personnel under his/her span of control.
 - i. See that the assignments of persons under his/her command are properly and efficiently carried out.
 - j. Respond to calls for assistance from members under his/her command and assume supervisory responsibilities upon arrival.
 - k. Initiate and maintain all records, reports and books relating to subordinates' work records and personal data information.
 - l. Where necessary, initiate and follow-up disciplinary actions against subordinates.
 - m. Respond to all unusual or emergency occurrences within his/her assigned area whether or not specifically called or requested and, if necessary, take command of the scene.
 - n. Have knowledge of and obey all policies, procedures, rules, regulations, orders or directives pertaining specifically or generally to Patrol Sergeants.
 - o. Enforce all policies, procedures, rules, regulations, orders or directives applying specifically or generally to members and employees under his/her command.
 - p. Ensure that all the duties performed by subordinates are in accordance with the Department's values as well as its mission statement, and that the officers adhere to a community oriented policing philosophy.
 - q. Be familiar with and ensure that members utilize the problem solving tools outlined in Procedure #727 (Problem Solving Assignments) as often as practical.
 - r. Be familiar with persons, locations or occurrences within the city likely to require the attention of the Patrol Division.
 - s. Assume the duties and responsibilities of the Patrol Lieutenant when directed.
 - t. Perform other duties as assigned.

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