1. The Chief of Police shall appoint Police Officers subject to recruitment procedures set forth by the Police and Fire Commission.

2. A Police Officer assigned to Patrol shall:
   a. Report to the Sergeant of Police – Patrol assigned as his/her immediate supervisor.
   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. Have knowledge of and obey all policies, procedures, rules, regulations, orders or directives pertaining specifically or generally to Police Patrol Officers.
   e. Perform all duties of a police nature in accordance with the Department’s values as well as its mission statement, adhering to the community oriented policing philosophy.
   f. Check assigned mailboxes at least once during each scheduled workday.
   g. Check E-Mail at least once every workday for Policy and Procedure updates and other important messages.
   h. Be thoroughly familiar with his/her assigned area of duty.
   i. Be familiar with persons, locations or occurrences within his/her assigned area of duty likely to require attention.
   j. Be acquainted with all current Department information relating to wanted person, property or other police related activities.
   k. Be familiar with and utilize as often as practical, problem solving assignment tools specified in Procedure #727 (Problem Solving Assignments).
   l. Maintain a continuous patrol of the assigned area, except when otherwise engage in police activity, checking all locations requiring police attention.
   m. Respond immediately to the scene of crimes, accidents or other disturbances in or adjacent to his/her assigned area.
   n. Be expected to keep a “go bag” or “ready bag” containing Department issued equipment and other gear in their squad cars. This bag (issued by the Training Unit) shall contain, at a minimum, the following equipment:
      1) Helmet (face shield recommended)
      2) Gas Mask
      3) Baton
      4) Flashlight
      5) Long Sleeve Uniform Shirt - recommended
      6) Gloves - recommended
   o. Enforce known violations of laws and ordinances within his/her assigned area or duty.
   p. Report to Communications any crime or unusual occurrence or condition as soon as circumstances permit.
   q. Perform police services such as:
      1) Preliminary investigation of crimes,
      2) Compile necessary crime and incident reports,
      3) Protect crime scenes,
4) Control public gatherings,
5) Aid the sick, injured or lost
6) Check licenses and permits as necessary.
7) Locate and report:
   a) Fires and fire hazards,
   b) Defective water or gas mains,
   c) Sidewalk and highway defects or obstructions,
   d) Defective street lights

r. Attempt to settle minor disputes by peaceful persuasion and explanation when
   appropriate and to refer citizens to the proper agencies and organizations for assistance
   when necessary.
s. Have knowledge of laws and ordinances of the State of Wisconsin and City of Racine
   and the ability to research and apply them.
t. Complete and submit all relevant reports prior to going off-duty unless otherwise directed
   by a superior officer.
u. Perform other duties as assigned.

RELATED PROCEDURES

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