



City of Racine Police Department
Policy and Procedure

Number: 324

Subject: Duties and Responsibilities – Police Officer - Patrol		
Date Issued: 04-01-1978	Date Revised: 09-29-17	Revision Number: 5

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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