



City of Racine Police Department
Policy and Procedure

Number: 325

Subject: Duties and Responsibilities – Investigator - Traffic		
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1. The Chief of Police shall appoint Traffic Investigators subject to the approval of the Police and Fire Commission.
2. A Traffic Investigator shall:
 - a. Report to the Shift Patrol Lieutenant.
 - b. Maintain a Rotating Day Off work schedule on the assigned shift.
 - 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. Check E-mail, Voice Mail, and any assigned mailboxes at least once each workday.
 - e. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
 - f. Keep informed on Supreme Court and other legal decisions affecting the traffic laws, as well as changes in state statutes and local ordinances.
 - g. Successfully complete specific accident-related investigation training as directed by the Shift Patrol Lieutenant
 - h. Review assignments for completeness of reports and to determine undeveloped leads needing follow-up.
 - i. Utilize all available resources for clearance of accidents or assigned matters, arrest of offenders.
 - j. Be familiar with known criminals and their associates; know their general behavior patterns, hangouts, vehicles, and modus operandi
 - k. Make contact with and interview witnesses and potential witnesses and conduct a methodical follow-up investigation of cases, as assigned.
 - 1) Survey accident scenes and search for evidence and/or witnesses that may have been overlooked during the original contact.
 - 2) Take question-and-answer statements or sworn affidavits from witnesses and/or suspects.
 - 3) Be responsible for the accident scenes when in charge of one and delegate assignments deemed necessary.
 - 4) Develop suspects, arrest and process offenders.
 - 5) Prepare paperwork for transmittal to the District Attorney's/City Attorney's Office for prosecution.
 - 6) Testify in court and assist the District Attorney's/City Attorney's Office with prosecution, i.e., interview alibi witnesses, re-interview witnesses before trial, etc.
 - 7) Keep the designated shift Sergeant and Shift Patrol Lieutenant informed of the progress or lack of progress with work assignments.
 - 8) Close cases in accordance with established procedures.
 - l. Be responsible for assisting in school safety assignments and problem identification/resolution relating to traffic safety in accordance with the Department's problem solving guidelines.
 - m. When assigned, mark and package evidence and prepare transmittal documents for transport to the State Crime lab.

- n. Pass on information to Crime Analysis for distribution to other Department members.
- o. Answer phone calls when present in the Traffic office.
- p. Serve as a training officer for new Traffic Investigators, when assigned.
- q. Investigators will not dispatch any official Department correspondence outside the Department over their own signature.
- r. Properly complete an Investigator's Monthly Activity Report.
- s. Be responsible for deploying the Speed Trailer as directed by a Supervisor.
- t. Be familiar with the results from the Speed Trailer deployments.
- u. Assist with the coordination of Speed Enforcement in areas identified as problems or concerns.
- v. Perform other duties as assigned.

RELATED PROCEDURES

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