



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

**Number: 332**

Subject: <b>Duties and Responsibilities – Lieutenant of Police – Detective Unit</b>		
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1. The Chief of Police shall appoint the Lieutenant of Police – Detective Unit- subject to the approval of the Police and Fire Commission.
2. The Lieutenant of Police – Detective Unit shall:
  - a. Report to the Deputy Chief of Police – Investigations.
  - b. Maintain the City Hall work schedule (Mon-Fri).
  - c. Be expected to vary the hours worked in order to accommodate meetings and events that are deemed essential for the effective performance of the Lieutenant of Police – Detective Unit position.
  - d. 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.
  - e. Have knowledge of and obey all policies, procedures, regulations, orders and directives pertaining specifically or generally to this position.
    - 1) Enforce all policies, procedures, rules, regulations, orders, and directives which specifically or generally applicable to the members or employees being supervised.
    - 2) Initiate disciplinary action involving subordinate members or employees as necessary.
  - f. Have direct command of all sworn and civilian personnel assigned to Detective Unit including Investigators and Special Investigation Unit members.
  - g. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
  - h. Coordinate the activities of the Detective Unit with the Investigative Division Commander and other Investigations Division supervisors to ensure the most effective use of the resources of the Division.
  - i. Ensure that all members of the Detective Unit are evaluated in a timely fashion per the Performance Appraisal policy (#215).
  - j. Ensure that all civilian employees under his/her command are evaluated on a timely basis using the City of Racine Performance Appraisal process.
  - k. Monitor and, when necessary, conduct initial interviews with victims, witnesses, etc. who telephone or appear in the unit, and ensure that necessary reports are complete.
  - l. Monitor the training opportunities for members of the Detective Unit to ensure that they receive the training necessary to successfully operate within the unit.
  - m. Review and endorse outgoing mail from the Detective Unit.
  - n. Assume command of the Investigations Division in the absence of the Deputy Chief of Police – Investigations and other Investigations Units in the absence of the commanders of those Units, performing the duties required of those positions as necessary.
  - o. In the absence of the Division Commander, conduct Rollcall to alert Investigators to crime occurring during the previous 24 hours, identify persons arrested during that time, facilitate information exchange between Rollcall attendees, and discuss progress being made on cases under investigation.
  - p. Organize the efforts of individual investigators or squads working on related investigations.
  - q. Review all question and answer statements taken by unit personnel.

- r. Using good case management techniques, oversee the assignment, review, follow-up and clearance of cases handled within the unit.
- s. Review the investigator's reports for accuracy and completeness. Ensure that reports are completed in a timely fashion, checking Phoenix for Reports Due, Rejected reports and On Hold reports.
- t. Develop and maintain work schedules for all unit personnel and ensure that daily time records are properly maintained.
- u. Maintain the Time Records for the unit, ensuring that overtime is reviewed for necessity and approval.
- v. Monitor the requests for time off and ensure that there is always adequate staffing to accomplish the unit functions.
- w. Monitor the operation of the unit to ensure that the overall effectiveness continues to improve.
- x. Coordinate press release information on active investigations with the Department Public Information Officer.
- y. Keep abreast of crime trends and trouble areas in the community.
- z. Be prepared to deliver talks and presentations for public gatherings and attend public functions as directed.
  - aa. Ensure serviceability and proper care of equipment assigned to the Detective Unit.
  - bb. Review all requests for supplies and equipment, forwarding those that are approved.
  - cc. Work with the Division Commander to develop the budget requirements for the unit.
  - dd. Implement and control the approved budget as it pertains to the unit.
  - ee. Perform other duties as assigned.
  - ff. Ensure Interview Room videos are properly classified and tagged with the complaint number.

## **RELATED PROCEDURES**

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