



City of Racine Police Department
Policy and Procedure

Number: 337

Subject: Duties and Responsibilities – Investigator – Detective Unit		
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1. The Chief of Police shall appoint an Investigator – Detective Unit subject to the approval of the Police and Fire Commission.
2. The Investigator – Detective Unit shall:
 - a. Report to the Lieutenant or Sergeant of Police – Detective Unit as assigned.
 - b. 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.
 - c. Keep informed on Supreme Court and other legal decisions affecting the criminal law, as well as changes in state statutes and local ordinances.
 - d. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
 - e. Attend daily Rollcall to be made aware of crime occurring during the previous 24hrs, to learn of the arrests during that time, and participate in informational exchanges.
 - f. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
 - g. Investigate, or direct the investigation and handling of, all complaints received by the Department involving the Detective Unit as assigned.
 - h. Review assignments for completeness of reports and to determine undeveloped leads needing follow-up.
 - i. Utilize all available resources for clearance of crimes, arrest of offenders, and recovery of stolen property.
 - j. Be familiar with known criminals and their associates; know their general behavior patterns, hangouts, vehicles, and modus operandi.
 - k. Develop informants and maintain progressive informant list.
 - 1) Register informants with the Special Investigations Unit.
 - 2) Work with the Informant in conjunction with your supervisor.
 - 3) Work with Special Investigations Unit personnel to maintain the informant's reliability history.
 - l. Remain proficient in the development and writing of affidavits and search warrants.
 - m. Make contact with victim(s) and interview witnesses and potential witnesses and conduct a methodical follow-up investigation of crimes, as assigned.
 - 1) Survey crime 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, when necessary.
 - 3) Develop suspects, arrest and process offenders.
 - 4) Prepare paperwork for transmittal to Human Services or the District Attorney's Office for prosecution or follow-up.
 - 5) Testify in court and assist the District Attorney's Office with prosecution, i.e., interview alibi witnesses, re-interview witnesses before trial, etc.
 - 6) Process crime scenes when evidence technicians are not available.
 - 7) Keep the Sergeants and Lieutenant of Police – Detective Unit informed of the progress or lack of progress with work assignments.

- 8) Terminate cases in accordance with established procedures.
- 9) Upon terminating cases, or receiving property disposal forms from Courts personnel, review each case thoroughly to determine if evidence or other property associated with the case may be destroyed or returned or otherwise removed from the system (auction, etc.).
- n. Maintain an evidence locker and return property to evidence when no longer needed for an active investigation.
- o. Be responsible for maintaining proper evidentiary escort.
- p. When assigned, mark and package evidence and prepare transmittal documents for transport to the State Crime lab.
- q. Serve warrants and subpoenas for our Department or other agencies, as assigned.
- r. Pass on information to Crime Analysis for distribution to other Department members.
- s. Answer phone calls when present in the Detective Unit office.
- t. Serve as a training officer for new Investigators, when assigned.
- u. Receive permission from the Lieutenant of Police – Detective Unit to dispatch any official Department correspondence outside the Department over their own signature.
- v. Give talks and presentations on topics related to investigations to youth groups, schools, churches or other groups as directed.
- w. Perform other duties as assigned.

RELATED PROCEDURES

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