



City of Racine Police Department

Policy and Procedure

Number: 338

Subject: Duties and Responsibilities - Sergeant of Police – Detective Unit		
Date Issued: 02-18-05	Effective Date: 07-15-11	Revision Number: 2

1. The Chief of Police shall appoint the Sergeant of Police – Detective Unit subject to the approval of the Police and Fire Commission.
2. The Sergeant of Police - Detective Unit shall:
 - a. Report to the Deputy Chief of Investigations.
 - b. Shift assignment and work week schedule will be determined by the Deputy Chief of Investigations.
 - 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 Sergeant of Police – Detective Unit position.
 - d. Perform the respective duties of the Deputy Chief of Investigations and the Detective Unit Lieutenants as necessary in their absence.
 - e. 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.
 - f. Check E-mail, Voice Mail, and any assigned mailboxes at least once each workday.
 - g. Have knowledge of and obey all policies, procedures, rules, regulations, orders, and directives pertaining specifically or generally to this position.
 - h. Enforce all policies, procedures, rules, regulations, orders, and directives that are specifically or generally applicable to the members or employees being supervised.
 - i. Initiate disciplinary action involving subordinate members or employees as necessary.
 - j. Be responsible for crime scenes when placed in charge of one, and delegate assignments deemed necessary.
 - k. Ensure that members under his/her command are evaluated in a timely fashion per the Performance Appraisal procedure (per Policy #215).
 - l. Using good case management techniques, oversee the assignment, review, follow-up and clearance of cases handled within the unit.
 - m. Review the investigators' reports for accuracy and completeness.
 - n. Assist investigators, and provide input and make recommendations whenever appropriate.
 - o. Provide active and direct supervision in the preparation, execution, and return of search warrants, in the execution of stakeouts and other investigations as needed.
 - p. Monitor the requests for time off and ensure that there is always adequate staffing to accomplish the unit functions.
 - q. Maintain and update databases that are relevant to the unit.
 - r. Oversee the use of confidential informants by members of the unit (per Policy # 2001).
 - s. Coordinate the usage of outside agencies as needed when completing local investigations.
 - t. Monitor the training opportunities for members of the unit to ensure that they receive the training necessary to successfully operate within the unit.
 - u. As assigned, maintain the Time Records for the unit, ensuring that overtime is reviewed for necessity and approval.
 - v. Monitor the operation of the unit to ensure that the overall effectiveness continues to improve.
 - w. Review all requests for supplies and equipment, forwarding those that are approved.
 - x. Maintain a supply of all forms and records used frequently by members of the unit.
 - y. Implement and control the approved budget as it pertains to Investigations.

- z. Attend Investigations Unit staff meetings and Investigations Division staff meetings to aid in identifying problems and solutions, review crime statistics and current strategies, learn changes in administrative policy and procedure, and aid in assessing training needs.
- aa. Hold unit meetings with members of Investigations assigned to your schedule:
 - (1) Facilitate information exchange and disseminate information.
 - (2) Identify and address problems encountered by Investigators and document course of action to be taken.
- bb. When assigned by the Deputy Chief of Investigations serve as the liaison to the Public Safety & Licensing Committee (with the assistance of additionally assigned investigators as needed).
- cc. Keep abreast of crime trends and trouble areas in the community.
- dd. Perform other duties as assigned.

RELATED

PROCEDURES:

[331 – Duties & Responsibilities – Deputy Chief – Investigations](#)

[332 – Duties & Responsibilities – Lieutenant – Detective Unit](#)

[2001 – Confidential Informants](#)

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