



City of Racine Police Department

## Policy and Procedure

Number: 340

Subject: <b>Duties and Responsibilities - Police Officer – Neighborhood Officer</b>		
Date Issued: <b>05-26-00</b>	Effective Date: <b>03-24-11</b>	Revision Number: <b>2</b>

1. The Chief of Police shall appoint the Neighborhood Officer upon the recommendation of the Position Selection Committee.
2. The Neighborhood Officer shall:
  - a. Report to the Lieutenant of Police – Community Oriented Police Unit.
  - b. Maintain the City Hall work schedule (Mon-Fri).
  - c. Be expected to vary the hours and days off worked in order to accommodate meetings, neighborhood problems and events that are deemed essential to the effective performance of the Neighborhood Officer.
  - 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, rules, regulations, orders and directives pertaining specifically or generally to this position.
  - f. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
  - g. Be capable of successfully completing the Mountain Bike program and use foot/mountain bikes as the two primary means of patrolling the assigned neighborhood.
  - h. Be knowledgeable of all police-related activity within the assigned neighborhood.
  - i. Respond to calls for service within the assigned neighborhood when available.
  - j. Gather intelligence regarding on-going criminal activity within the assigned neighborhood and forward that information in written form to the appropriate Division or Unit.
  - k. Coordinate efforts with other Department Divisions or Units, assisting with the investigation of criminal offenses within the assigned neighborhood.
  - l. Become acquainted with the citizens, merchants, and businesses in the assigned neighborhood and assist them in identifying and solving problem areas or concerns.
  - m. Use problem-solving techniques to formulate plans to solve problems within the neighborhood.
  - n. Focus the services of City Departments and private agencies in an effort to resolve identified problems.
  - o. Be required to attend monthly Neighborhood Watch meetings within the assigned neighborhood unless ill or on family leave.
  - p. Develop and deliver presentations on topics that have been identified as concerns and/or problems.
  - q. Properly complete a weekly activity report. Information from the weekly activity report on problems the neighborhood officer is working on should be documented and tracked by the C.O.P. Lieutenant.
  - r. Properly complete a monthly report.
  - s. Should be the primary officer for PSA's in assigned area.
  - t. Perform other duties as directed.

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