



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

**Number: 344**

Subject: <b>Duties and Responsibilities – Sergeant of Police – Courts</b>		
Date Issued: <b>05-18-90</b>	Date Revised: <b>03-21-19</b>	Revision Number: <b>5</b>

1. The Chief of Police shall appoint the Sergeant of Police – Courts.
2. The Sergeant of Police – Courts shall:
  - a. Report to the Deputy Chief of Police – Support Services Division.
  - b. Maintain the City Hall work schedule (Mon-Fri).
  - 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.
    - 1) Enforce all policies, procedures, rules, regulations, orders or directions apply specifically or generally to members and/or employees of Courts.
    - 2) Initiate discipline of subordinate members or employees when necessary.
  - f. Ensure that members under your command are evaluated in a timely fashion per the Performance Appraisal policy (#215).
  - g. Ensure that employees under your command are evaluated on a timely basis using the City of Racine Performance Appraisal process.
  - h. Identify training needs and ensure that members/employees under your control are scheduled.
  - i. Be directly accountable for the overall operation of Courts, Abandoned Vehicles and Evidence.
  - j. Compile data and prepare reports which include, but are not limited to:
    - 1) Required monthly reports.
    - 2) Endorsements of all reports of subordinates directed to the office of the Deputy Chief – Support Services Division.
    - 3) Publish and distribute the court date schedule for the Circuit and Municipal Courts.
  - k. Oversee the routing of arrest and Chapter paperwork from the Department to the District Attorney's Office.
  - l. Answer inquiries from citizens as well as interested parties in reference to the operation of Courts, Abandoned Vehicles and Evidence.
  - m. Supervise and maintain the control of inventoried evidence and property.
  - n. Ensure the evidence room is inspected daily to ensure it is properly supplied and maintained.
  - o. Supervise the compliance of Department personnel with the direction of the PP25 (Order for Appearance).
  - p. Supervise the canceling of the PP25 (Order for Appearance) when sufficient notification is received from the proper authority.
  - q. Ensure serviceability and proper care of equipment assigned to Courts, Abandoned Vehicles and Evidence.
  - r. Maintain files on the Impound Lot Inventory Control Forms (NSP20) tracking the vehicles maintained in the Impound Lot.

- s. Assist the Abandoned Vehicles Clerk with the salvage process working with the Purchasing Department and managing the paperwork process upon the completion of salvaging operations.
- t. Maintain records of Salvage Lists, Bid Awards and Towing expenses billed the city as part of the abandoned vehicle process.
- u. Perform other duties as assigned.

## **RELATED PROCEDURES**

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