1. The Chief of Police shall appoint the Sergeant of Police – Courts.
2. The Sergeant of Police – Courts shall:
   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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