



City of Racine Police Department
Policy and Procedure

Number: 345

Subject: Duties and Responsibilities – Police Officer - Courts		
Date Issued: 05-18-90	Date Revised: 03-20-19	Revision Number: 5

1. The Chief of Police shall appoint the Police Officer – Courts upon the recommendation of the Position Selection Committee.
2. The Police Officer - Courts shall:
 - a. Report to the Sergeant of Police – Courts.
 - b. Maintain the City Hall working 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.
 - f. Be present in the proper court at the prescribed times, acting in the capacity of liaison officer for the Department when assigned.
 - g. Assist in routing any corrected paperwork to Municipal Court.
 - h. Ensure all persons incarcerated under Municipal ordinance warrants appear in Municipal Court in a timely manner with the correct accompanying documents.
 - i. Be aware of the court calendar and the scheduling of Racine Police Department cases on same calendar.
 - j. Sign all legal documents required for the orderly operation of the courts.
 - k. Notify the Sergeant of Police - Courts to cancel a member's court appearance when he/she is no longer needed in court.
 - l. Respond to and carry out any legal orders or directives from the judge of the court.
 - m. Maintain all records germane to the orderly operation of the court and the Racine Police Department responsibilities.
 - n. Return all dispositions of Racine Police Department cases to the required Department Sections.
 - o. Have knowledge of laws and ordinances of the State of Wisconsin and City of Racine.
 - p. Receive all legal documents from the Circuit and Municipal Courts.
 - q. Attempt and/or complete the service of all legal documents to include:
 - 1) Commitments
 - 2) Bench Warrants
 - 3) Criminal Warrants
 - 4) Other Jurisdiction Warrants
 - 5) Ordinance Warrants
 - 6) Apprehension Requests
 - 7) Summons
 - 8) Subpoenas
 - 9) Affidavits of Service
 - r. Be aware of and use all available reference sources to facilitate the successful service of legal documents including, but not limited to:
 - 1) Records
 - 2) Credit Record Bulletin

- 3) City Directory
 - 4) Post office or Route Postman
 - 5) TTY for Drivers' License Checks
 - 6) RAMAC
 - 7) Human Services Department
 - 8) Racine County Jail
 - 9) Probation/Parole Office.
- s. Assume all non-disciplinary duties and responsibilities of the Sergeant of Police – Courts when directed to do so.
 - t. Perform other duties as assigned.

RELATED PROCEDURES

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