



City of Racine Police Department
Policy and Procedure

Number: 346

Subject: Duties and Responsibilities - Lieutenant of Police – Training		
Date Issued: 06-27-03	Effective Date: 03-04-11	Revision Number: 4

1. The Chief of Police shall appoint the Lieutenant of Police – Training subject to the approval of the Police and Fire Commission.
2. The Lieutenant of Police – Training shall:
 - a. Report to Deputy Chief of Police-Professional Standards.
 - b. Maintain the City Hall work schedule (Mon-Fri).
 - 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 Lieutenant of Police – Training position.
 - 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 with the responsibilities of the Training Lieutenant.
 - f. Enforce all policies, procedures, rules, regulations, orders, and directives pertaining specifically or generally to this position.
 - g. Have direct command of all sworn and civilian personnel assigned to the Training Unit.
 - h. Check E-Mail, Voice Mail, and any assigned mailboxes at least once each workday.
 - i. Ensure that all sworn members within the division are evaluated in a timely fashion per the Performance Appraisal procedure (#215).
 - j. Ensure that all civilian employees under his/her command are evaluated on a timely basis using the City of Racine Performance Appraisal process.
 - k. Be responsible for the punctual reporting of all personnel under his/her command and keep or cause to be kept, a record of each member or employee's attendance, overtime, checkout time, days off, leaves of absence, sick leave or suspension.
 - l. Establish whatever details and assignments necessary to the efficient performance of his/her division.
 - m. Be responsible for keeping the Department's standard records, reports and accounts that pertain to the operation of the units under his/her command.
 - n. Initiate, monitor and review disciplinary actions involving members or employees under his/her command.
 - o. Constantly train his/her subordinates in police practices, procedures, rules and duties.
 - p. Inspect and properly maintain all equipment, office space, supplies and installations assigned to his/her command.
 - q. Inform all members and employees under his/her command of occurrences within the city relating to police duties and responsibilities.
 - r. Prepare budget requests for upcoming calendar year.
 - s. Implement and administer approved budgets.
 - t. Monitor the Training Unit to ensure that the overall effectiveness of the Unit continues to improve.
 - u. Ensure serviceability and proper care of equipment assigned to the Training Unit.
 - v. Receive, maintain in an up-to-date manner, be aware of, and obey, all provisions of the Department policy manual.
 - w. Coordinate with the Training Sergeant and Training Officer; schools, conferences, seminars, in-service training, EVOC, DAAT and weapon qualification for all Department members.

- x. Ensure that all State and/or Federally mandated training are met and file any required annual reports with the State Training & Standards Bureau.
- y. Oversee the Department's recruitment, hiring and Field Training Officer programs.
- z. Assist other divisions and units in securing any needed training for Department members.
- aa. Maintain the Department's training records and prepare any reports as required.
- bb. Perform other duties as assigned.

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