

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.8 Duties of Sergeants			
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SHIFT SERGEANTS DUTIES ON ALL SHIFTS WILL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING PROCEDURES SET FORTH BELOW:

I. ROLL CALL

- A. The shift commander will designate the lieutenant and one (1) sergeant on a rotating basis to handle roll call.
 - 1. The sergeant when assigned will report for duty in sufficient time to complete the following:
 - a. Check and adjust the daily assignment sheet and be briefed by previous shift commander on all important matters.
 - b. Read the forms from previous shifts and select pertinent information that does not appear in the Daily Bulletin.
 - c. Study all special orders and prepare to answer questions in regard to them.
 - 2. Before roll call he will deliver the daily assignment sheet to dispatch.
 - 3. At the proper time, he/she will call the roll. If anyone is found to be absent without leave, he will contact the shift commander and follow his instructions as to what action he/she should take.
 - 4. Daily assignments will be read with the Sergeant being certain that each officer understands his/her duties for the day.
 - 5. He/she will completely read all orders for three (3) consecutive days. He/she will record the names of all officers who are absent for those three days and on return of those officers he will make them aware of the orders.
 - 6. He/she will carefully inspect each officer to see that he is properly equipped and uniformed for his/her tour of duty.
 - a. He/she will take immediate corrective action on any officer who does not present an acceptable appearance in proper uniform. He will also take the necessary action when an officer is found without the equipment required by current directives.
 - 7. Insure that an inspection of all vehicles for damage and proper equipment is completed prior to them going on patrol.
 - a. If the vehicle is damaged report the damage promptly and properly.
 - b. If the vehicle needs equipment replace the equipment if possible or arrange for it to be replaced as soon as possible.

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8. After roll call, he/she will then report to the shift commander for assignment.

II. PATROL SERGEANT

- A. All sergeants remain on the road patrolling or performing supervisory or other police functions at all times and return to the station only when called in or when it is necessary to perform one of their functions.
 1. When there is only one sergeant available on the shift that sergeant will be assigned to supervise patrol activities in a department vehicle. When two or more sergeants are working, assignments to supervise patrol operations will be left to the shift commander but at least one sergeant will be on patrol at all times if possible.
 2. They may come to the station not more than 15 minutes prior to ending their tour of duty. At this time, they will give the shift commander a briefing on the shift activity and submit necessary reports.
- B. Patrol Sergeants may come into the station not more than 15 minutes prior to ending their tour of duty. At this time, they will give the Shift Commander a briefing on the shift activities and submit necessary reports.
- C. While on patrol, the Sergeant will make frequent contact with the patrol officers. The Sergeant will ride with the patrol officer or walk the beat with them on a regular basis so as to enable the Sergeant to properly evaluate the officer's work and attitude. Care must be used to insure that the Sergeant does not consistently ride with the same officer and ignore others, or he may be accused of favoritism. Attempts should be made to spend time with the officers who are experience difficulty in work performance to develop an employee improvement plan for the officer.
- D. Sergeants will respond to all major assignments and shall assist in all other assignments where possible. He/she will take charge of the uniformed personnel to see that each is properly assigned and performing his/her duties in an acceptable manner.
- E. A Sergeant seeing a breach of the rules and regulations or current directives will take immediate corrective action. He/she will then leave a written report for the Shift Commander, the Assistant Chiefs of Police, and Chief of Police, giving all the details of the infraction and the action taken.
- F. Sergeants must be prepared and ready to accept and perform any other functions as may be designated by the Shift Commander.
- G. Sergeants will be expected to respond and investigate any assignments given. They will make such reports as are required by current directives on these investigations.
- H. Sergeants will be expected to make arrests on the streets for violations committed in their presence.
- I. Sergeants will be expected to act as trainers within the department as needed.

III. INVESTIGATIONS SERGEANT

The Investigations Sergeant will perform the duties of the Patrol Sergeant as well as duties specific to the Investigation Division. These duties will be but not limited to:

- A. Review of all complaints written by the Patrol Division to see if the case requires the assignment of a Detective to conduct the follow-up Investigation such as:
 1. Subject Arrested for a violation of State Statute that will be going to the District Attorneys office.

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2. A possible violation of State Statute that requires further follow-up before charges can be filed with the District Attorney.
 3. Establishment of a criminal pattern of activities (burglaries, Armed robbery, strong armed robberies, forgery complaints) that require follow-up investigation by a Detective to identify the offenders and effect the arrest.
 4. Other matters which would require follow-up investigation by a Detective.
- B. Review of informant information or field intelligence to determine if there is enough information to warrant a follow-up investigation by a Detective.
 - C. Supervision of investigative assignments given to Detective(s) so that the legal requirements of the investigation as well as manpower and financial resources are being used appropriately in the investigation.
 - D. Review the reports filed by the Detectives for completeness and accuracy before the case is filed with the District Attorney or closed.
 - E. Supervise the on scene investigation of major cases and coordinate the efforts of the Patrol force and Investigations personnel.
 - F. Conduct appropriate investigations as assigned by the Captain of investigations.
 - G. Perform evaluations on personnel assigned to the investigations unit, develop employee performance plans, and conduct training as necessary.
 - H. Keep the supervision of the Investigations Division apprised of the status of the investigation.
 - I. Prepare press releases on major criminal investigation and inform the Public Information Officer advised on the progress and what information may be or should be released.