

Job Description

Human Resource Use Only

Position Number: 10024

Step/Grade - O

Effective Date: 01/2019

Revision Date: 02.2026

POSITION IDENTIFICATION

Position Title: Captain of Detectives
Division: Police
Status: Full-Time Non-Rep Exempt
Normal Workweek: Mon-Fri, and as necessary

SUPERVISORY RELATIONSHIPS

Reports to: Assistant [Police Chief of Operations](#)~~Chief of Police~~
Directly Supervises: Detective Bureau Staff including Property Evidence Clerk and School Resource Officers

POSITION PURPOSE

This highly responsible, upper management position in the Manitowoc Police Department is responsible for managing, directing, and supervising the functions of the Detective Bureau. The Captain of Detectives reports directly to the Assistant Chief [of Operations](#) or a designee and works closely with other supervisory personnel of the Manitowoc Police Dept.

ESSENTIAL DUTIES

- Manages investigative functions – reviews and evaluates reports for completeness and follow-up, prioritizes detectives and/or coordinates them with other agencies, briefs other officers on on-going investigations and instructs on investigative techniques.
- Provides the Chief of Police with input on budget preparation as it pertains to the area of responsibility.
- Develops, monitors, and maintains Investigative strategic plans.
- Commands Detective Bureau of the Police Department and is responsible for the efficient, effective, and economic performance of that division.
- Develops and counsels employees regarding personal and department goals.
- Evaluates division personnel for general performance and conducts periodic inspection of personnel and equipment.
- Develops and maintains liaison relationships with criminal justice professionals, community groups, news media representatives and city officials to achieve desired results.
- Facilitates, conducts and attends various meetings, prepares and delivers reports and information.
- Coordinates and investigates complaints from citizens against department policies, procedures, or alleged acts of misconduct by employees as directed by the Chief of Police. If misconduct is substantiated he/she will report it in writing to the Chief of Police.
- Acts as instructor in fields of expertise and may be called upon to give public speeches.
- Prepares and releases news items to media in accordance with laws and city policy.

- Reviews all court cases making sure they are in proper form and complete for presentation to the courts.
- Executes search warrants and returns search warrants to issuing judge.
- Packages and ships items of evidence to the Crimes laboratory.
- Works cooperatively with the District and City Attorney in criminal prosecutions.
- Coordinates statistical analysis and Detective Bureau report preparation.
- Supervises the maintenance of criminal and investigation records.
- May be called upon to administer the duties of ~~the~~an Assistant Chief in their absence.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings

OTHER DUTIES

Other duties as may be assigned.

MINIMUM POSITION QUALIFICATIONS

- Education:** This position must possess a minimum of an Associate Degree in Police Science from accredited university or college, or 60 semester hours undergraduate credits from accredited university or college in Law Enforcement or related field, or an equal amount of Law Enforcement experience (i.e. sworn in prior to February 1, 1993); however, a Bachelor’s Degree is preferred.
- Experience:** Minimum 5 years of experience in police work, with significant experience in a supervisory capacity.
- Certifications/Licenses:** Must possess or be able to obtain by time of hire a valid State of Wisconsin Operator’s License. Wisconsin basic law enforcement training certification or equivalent required.
- Other Requirements:** Thorough knowledge of modern law enforcement principals, procedures, techniques, and equipment; Ability to learn and apply applicable laws, ordinances, and department rules and regulations. Good knowledge of modern methods and practices of criminal investigation, identification and court rules and regulations. Working knowledge of computer operating systems and programs. Ability to meet the department’s physical standards.

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to direct and manage a group of employees and to advise and interpret the application of department polices/procedures to specific situations. Ability to read and interpret federal law and labor regulations and laws, Wisconsin State Statutes, City ordinances, policy manuals, ability to present facts and make recommendations effectively in written and oral form; Ability to analyze data and information; Ability to prepare and issue reports for use by staff, boards, local officials, and the community. The ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; Ability to interpret basic descriptive statistical data and reports; Ability to interpret graphs and formulas. Ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: The employee is frequently required to use hands to finger; handle, or operate objects, controls or tools.

Physical Effort: While performing the duties of this job the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions: The noise level in the work environment is usually quiet in the office and moderately noisy to extremely noisy in the field. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or air born particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.