



CITY OF MANITOWOC

WISCONSIN, USA

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DATE: February 24, 2026
TO: Personnel Committee
FROM: Nick Reimer, Chief of Police
RE: Police Department Administrative Restructure Memo

This memo is to inform you of a planned restructuring of the Police Department's administrative operations. These changes are intended to improve communication, efficiency, and work distribution. With my retirement approaching, this is an appropriate time to make these changes, allowing the incoming Police Chief to operate within and further develop this updated organizational structure.

In this restructure, we propose to change the title of the Deputy Chief (DC) position to Assistant Chief (AC). This means we would have two Assistant Chiefs and no Deputy Chief. One Assistant Chief would still be in charge of the support divisions (this position would be filled by current DC, Corie Pusel), and the other would continue to be in charge of the operations divisions (currently filled by AC Musial). This is similar to how the MFRD was structured with two assistant chiefs in the past.

This title change establishes a three-person, team-based approach to decision-making and task sharing, particularly in the absence of one another. Currently, either the DC or AC is often left out of emails and conversations depending on the subject. This has resulted in communication breakdowns and inefficiencies.

This change will be budget neutral, as the new compression language allows for the same pay rate for the DC and AC position. Therefore, changing the title will not result in a pay increase.

Another change reflected on the attached revised structure was the addition of the Part-time Police Officer (currently Officer Mike Stone) to the structure. It was not updated since that position was created about one year ago. The majority of Officer Stone's duty fall under the detective bureau.

Additionally, School Resource Officer (SRO) positions have been moved from the Detective Bureau to Community Policing, Crime Prevention & Training Units under the Crime Prevention Sergeant. This change reflects the current supervisory structure, as Crime Prevention Sgt. Paul Krock oversees the SROs. This also puts the SROs under the AC of Support Divisions, which more closely aligns with the current SRO job description.

Lastly, the current Office Manager will be retiring this year in June. Our plan is to eliminate the Office Manager position and delegate those tasks to the Assistant Chief of Support and the current Administrative Assistant. Given these added supervisory responsibilities to the Administrative Assistant, we propose changing that position to Administrative Office Supervisor and sending that position and job description into Carlsen Dettmann to assess where that position should be placed on the City of Manitowoc Compensation Plan. I look forward to discussing this with you further if you have any questions at the committee meeting.

Thank You,

Chief Nick Reimer