

# Job Description

## Human Resource Use Only

Position Number:  
Step/Grade  
Effective Date: 6/2016

### POSITION IDENTIFICATION

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**Position Title:** Crime Prevention Sergeant

**Division:** Police

**Status:** Full-Time Union Non-Exempt

**Workweek:** 5-2/5-3 rotation (5 days on, 2 days off, 5 days on, 3 days off)

### SUPERVISORY RELATIONSHIPS

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**Reports to:** ~~Captain of Investigations~~ Deputy Chief

**Directly Supervises:** Limited supervisory authority

### POSITION PURPOSE

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The Crime Prevention Sergeant is charged with ~~assisting the Community Policing Lieutenant in~~ developing and coordinating crime prevention activity, making recommendations and reviewing program activities; maintaining statistics on all program activities; and doing related work as required. Performs general duty police work in the protection of life and property; enforcement of the laws and investigation of crimes, prevention of crime, apprehension of criminals and the general enforcement of the laws and ordinances in a designated area or on special assignments. May be called upon to supervise patrol on a fill-in basis when needed.

### ESSENTIAL DUTIES

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- Plans, organizes, and implements modern crime prevention techniques, policies, and programs designed to prevent and/or reduce crime.
- Assist ~~the Community Policing Lieutenant~~ with developing and coordinating crime prevention activity and maintaining statistics on all program activities;
- Responsible for the enforcement of department rules, policies and memorandums pertaining to the Crime Prevention Program and to the conduct and performance of all subordinates;
- Keeps abreast of new and innovative law enforcement techniques and ideas, constantly looking for ways to introduce those ideas into the Department to improve its efficiency and effectiveness.
- ~~Works with Community Policing Lieutenant in conducting~~ Conducts inspections upon request of public and private buildings and makes security/crime prevention recommendations.
- Give presentations to community and commercial organizations.
- Solicits active participation from community members by providing information to them concerning the need to assist police in crime prevention and deterrence.
- Coordinate and teach the DARE Program.

- Evaluates ~~the School resource Police School Liaison Program/officers and~~ the DARE Program/~~e~~Officers.
- Assists in the public distribution of newsletters, crime warnings, pamphlets, manuals, audio/visual productions and press releases.
- React quickly and calmly through an emergency police situation.
- Prepare and maintain clear, concise and accurate reports.
- Apply and interpret approved department policies and procedures.
- Plan, assign, instruct and review the work of subordinates.
- Advises the Chief of Police and command staff on new techniques and activities in the area of crime prevention.
- Strives to obtain increased efficiency of programs with a reduction of budgeting costs to the Department.
- Assist in the development and coordination of various programs to assist the community and Department such as Crime Stoppers, Neighborhood Watch, ~~McGruff House~~, Operation identification program and others.
- Develops and assists administration with the Crime Prevention Budget.
- Responsible for commending outstanding work as well as counseling or reprimanding inferior performance.
- Participates in interviews for positions of equal or less rank within the Department.
- Good knowledge of the geography of the City of Manitowoc, including the location of important buildings.
- Watches for employee's personal problems that may have an impact on job performance and makes recommendations for employee assistance.
- Keeps the Chief of Police, Command Staff and other Shift Supervisors informed of personnel problems as well as other sources of discontent.
- Receives and attempts to resolve employee grievances at his/her level.
- Evaluates the need for in-service and specialized training and identifies these needs to ~~the~~ Deputy Chief ~~of Administration/Support~~ and Training Sgt..
- Makes oral and written reports to superior officers, with suggestions and recommendations relative to the improvement of the operation.
- Makes arrests and/or assists in making arrests when violations of laws and/or city ordinances are observed or warrants are in existence for known criminals.
- Operates a police vehicle equipped with a two-way radio.
- Interviews persons with complaints and inquiries and attempts to make proper disposition or direct them to appropriate authorities.
- Identifies or solves community conflicts and problems. Operates equipment and apparatus for detecting intoxication.
- Furnishes assistance and information to private citizens and motorists.
- Investigates and reports obstructions and other hazards in streets and sidewalks, leaking or faulty utility service, or other unusual conditions that might constitute a danger to the public.
- Checks and reports all relative information regarding animal bites and monitors follow up protocol.
- Attends regular training in police methods.
- Any other work assigned by the supervisory staff of the Police Department.

## OTHER DUTIES

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Other duties as may be assigned.

## MINIMUM POSITION QUALIFICATIONS

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**Education:** Associate Degree in Police Science or relevant Bachelor's Degree 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).

**Experience:** An equal amount of Law Enforcement experience (i.e. sworn in prior to February 1, 1993). Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board

**Certifications/Licenses:** A valid State of Wisconsin Operator's License.  
Certification from Wisconsin Training & Standards Bureau.  
TIME certification.

**Other Requirements:** U.S. citizen with no felony convictions. Must have acceptable personal and professional history as determined by successfully completing a background check.

## KNOWLEDGE, SKILLS, & ABILITIES

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Ability to read and interpret policy manual, technical manuals, Wisconsin State Statutes, City Ordinances, training bulletins, Supreme Court decisions and other related materials concerning training. The ability to add, subtract, multiply, divide, and calculate percentages; Ability to interpret basic descriptive statistical data and reports; Ability to interpret graphs. Ability to apply situational reasoning ability by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes hostile environment.

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**BACKGROUND CHECKS-** Condition of Employment

## PHYSICAL DEMANDS

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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:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear.

**Physical Effort:** The employee often may be required to climb or balance, stoop, kneel or crouch. The employee regularly is required to climb an extension ladder, stepladder or crawl. The employee is occasionally required to lift and/or move up to 75 pounds. Specific vision abilities required by this job

include close and distant vision, peripheral vision, depth perception, ability to focus.

**Working Conditions:** While performing the duties of this job, the employee is regularly exposed to an indoor environment common to municipal buildings, indoor shooting range, outdoor shooting range, cold and warm climates.

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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.