

Personnel
4-20-15

15-435

RESOLUTION

**ASSISTANT POLICE CHIEF
DEPUTY POLICE CHIEF
CAPTAIN OF PATROL**

WHEREAS, the Police Chief has submitted a revised Police Department organizational chart, and said chart requires a change in Deputy Police Chief Nick Reimer's position title to Assistant Police Chief and creating a Deputy Police Chief position to handle administrative functions; and,

WHEREAS, the Police Department organization chart has vacancies in the newly created Deputy Police Chief position and the Captain of Patrol position that the Chief is requesting be filled; and

WHEREAS, the Personnel Committee on March 2, 2015 and the Public Safety Committee on March 23, 2015, have unanimously approved the revised Police Department organizational chart, changing Deputy Police Chief Reimer's position title to Assistant Police Chief, creating and filling the Deputy Police Chief position at a Grade O, and filling the vacant Captain of Patrol position.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to change Deputy Police Chief Reimer's position title to Assistant Police Chief, to create the Deputy Police Chief's position and to fill said position at a Grade O, and to fill the vacant Captain of Patrol position, all according to the attached job descriptions and revised Police Department organizational chart.

BE IT FURTHER RESOLVED, that the Police Chief is authorized to fill any additional budgeted vacancies that result from filling the Deputy Police Chief and Captain of Patrol positions in accordance with the Compensation Plan and the Labor Agreement with the Manitowoc Professional Police Association.

Introduced APR 20 2015 _____

Adopted _____

Approved _____

Justin M. Nickels, Mayor

Drafted by City Attorney Kathleen M. McDaniel

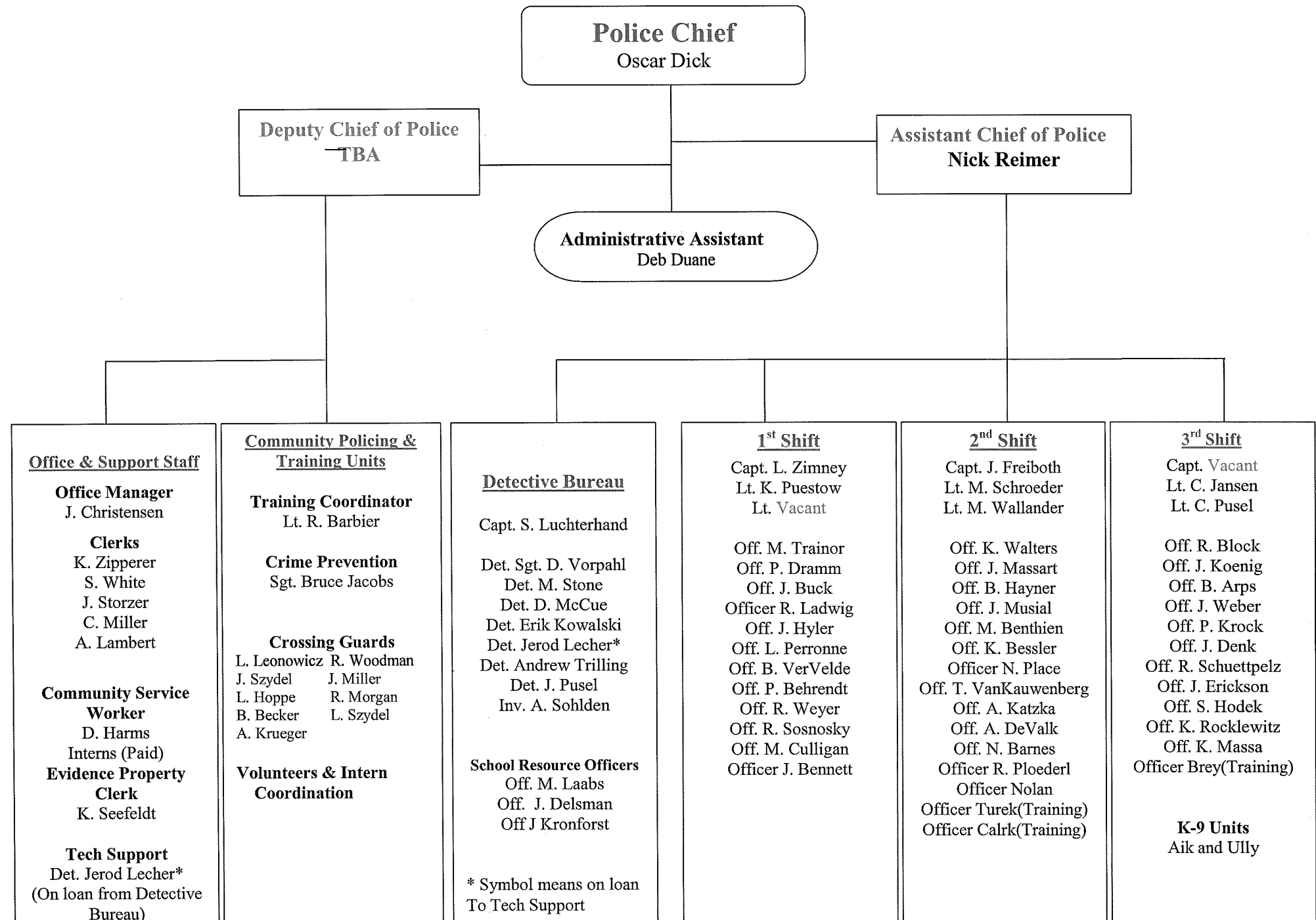
Fiscal Impact: \$15,119

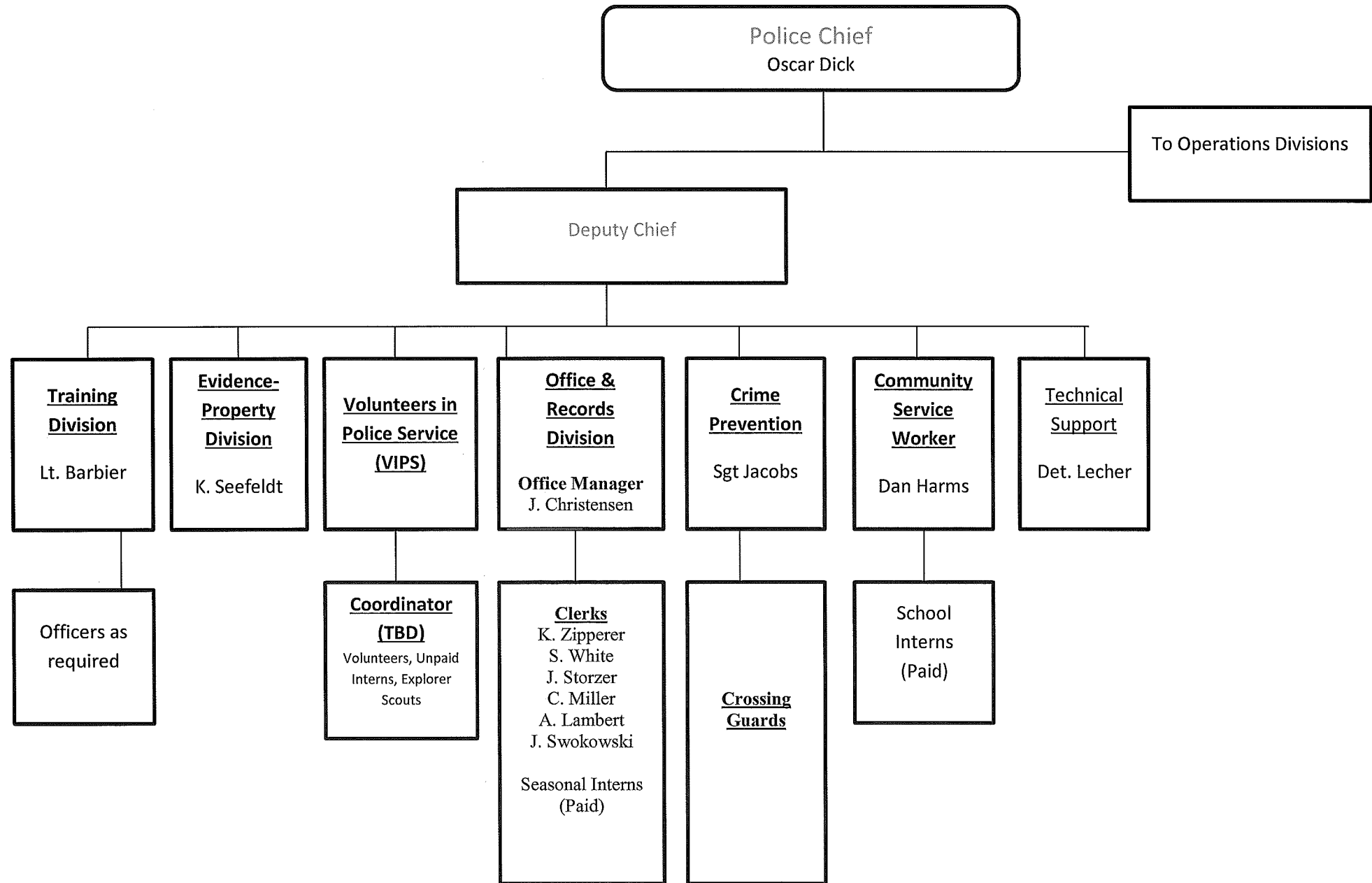
Funding Source: Police Department Budget

Finance Director Approval: /sc

Approved as to form: /kmm

Manitowoc Police Department
2014 Organizational Chart





Job Description

Human Resource Use Only
Position Number:
Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Assistant Chief of Police
Division: Police
Status: Full-Time Exempt
Normal Workweek: Mon-Fri

SUPERVISORY RELATIONSHIPS

Reports to: Police Chief
Directly Supervises: Directly supervises Captains. Indirectly supervises Lieutenants, Detectives, Patrol Officers, Office Staff, Community Service Workers, and other department personnel through subordinate supervisors.

POSITION PURPOSE

The position of Assistant Chief of Police performs a variety of complex administrative, supervisory and professional public safety assistance work in planning, coordinating and directing the Manitowoc Police Department. The Assistant Chief reports directly to the Chief of Police and works closely with other supervisory personnel of the Manitowoc Police Department.

ESSENTIAL DUTIES

- Assists the Chief of Police in the discharge of his/her duties and in assuring the uniform application and enforcement of all of the WI Statutes and Municipal Ordinances for which the department has responsibility and all rules, regulations, and special orders, policies and memoranda of the department and that public peace and safety are maintained.
- Serves as a member of the Administrative Staff of the Chief of Police and shall stand ready to assume the duties of the Chief in his/her absence, including attendance at all staff, department head and City Council meetings.
- Meets regularly with the Chief of Police and Deputy Chief to discuss and coordinate police department business and consults with the Chief of Police and Deputy Chief on matters concerning the Manitowoc Police Department.
- Plans and implements Law Enforcement Programs for assigned areas of responsibility of the department in order to better carry out the policies and goals of the Police Chief, Mayor, and Council: reviews department performance and effectiveness in the delivery of services. Formulates programs or policies to alleviate deficiencies.
- Assists with the preparation of the annual budget and directs the implementation of the department's budget in assigned areas; plans for and reviews specifications for new or replaced equipment. Makes equipment purchases, which are budgeted for or as directed by the Chief of Police.
- Monitors and assists the development, maintenance and retention of systems, records, and legal documents that provide for the proper evaluation, control and documentation of police department operations including but not limited to evidence, incident reports, and other legal documentation forms.

- 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, will report same in writing to the Chief of Police. Has the authority to recommend the transfer, discipline, or discharge of employees.
- Performs administrative police work involving planning, coordinating, supervising, and evaluating the police department operations function, maintaining a uniform effort to achieve all clearly defined goals established for the department. Prepares and submits periodic reports to the Police Chief as deemed necessary by the Chief. Receives, reviews, and analyzes reports; evaluates effectiveness; and takes corrective action when necessary to provide efficient and effective law enforcement.
- Identifies the needs for department policy and/or city ordinances and drafts policy/city ordinances to implement directives from the Chief of Police, City Council or Mayor.
- Monitors department safety programs.
- Responsible to coordinate internal affairs investigations or assists the Chief of Police with same.
- Conducts extensive background investigations on pre-hire employees.
- Participates in personnel transactions, such as hiring, appointments, promotions, transfers, disciplinary actions, discharges.
- Participates in performance evaluation review panel for internal promotions.
- Attends conferences and meetings to keep abreast of current trends in the field.
- Represents the City Police Department in a variety of local, county, and state meetings.
- Assist in policy development and grant applications.
- Gives presentations before civic and social groups and shall work in promoting positive public relations in all ways possible. Strives to promote a positive image of the department through the demonstration of a superior caliber of service to the public.
- Assists with the oversight of the training, evaluation, and development of department personnel.

OTHER DUTIES

- Performs other work and special assignments as required.

MINIMUM POSITION QUALIFICATIONS

Education:	Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice or related field, or an Associate Degree in Law Enforcement related field, or any equivalent combination of experience and training, which provides the required knowledge, skills and abilities. Graduate of the FBI National Academy or a similar law enforcement oriented university staff and command courses desired.
Experience:	Ten 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.

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 read and interpret federal law and labor regulations and laws, Wisconsin State Statutes, City ordinances, and policy manuals; the ability to present facts, train and make recommendations effectively in written and oral form; and prepare and issue reports for use by staff, boards, local officials, and the community. This position must also have the ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; to interpret basic descriptive statistical data and reports; interpret graphs and formulas; and the ability to apply situational reasoning by exercising good judgment, decisiveness, and creativity in complex situations when dealing in a sometimes-hostile environment.

BACKGROUND CHECKS- 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:** While performing the duties of this job the employee is occasionally required to use hands to finger; handle, or operate objects, controls or tools; reach with hands and arms
- Physical Effort:** While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 75 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 occasionally 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.
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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.

Job Description

Human Resource Use Only
Position Number:
Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Deputy Chief of Police
Division: Police
Status: Full-Time Exempt
Normal Workweek: Mon-Fri

SUPERVISORY RELATIONSHIPS

Reports to: Police Chief
Directly Supervises: Directly supervises Office Manager, Training Coordinator, Evidence/Property Room Clerk, and Crime Prevention Sergeant. Indirectly supervises Captains, Lieutenants, Detectives, Patrol Officers, Office Staff, Community Service Workers and other department personnel through subordinate supervisors.

POSITION PURPOSE

The position of Deputy Chief of Police performs a variety of complex administrative, supervisory and professional public safety assistance work in planning, coordinating and directing the Administrative Support Divisions of the Manitowoc Police Department. The Deputy Chief of Police is charged with developing and coordinating crime prevention and community oriented policing activity and serves as a link between the community and other police personnel. The Deputy Chief of Police reports directly to the Chief of Police and works closely with Assistant Chief of Police and other supervisory personnel of the Manitowoc Police Dept.

ESSENTIAL DUTIES

- Assists the Chief of Police in the discharge of his/her duties and in assuring the uniform application and enforcement of all of the WI Statutes and Municipal Ordinances for which the department has responsibility and all rules, regulations, and special orders, policies and memoranda of the department and that public peace and safety are maintained.
- Serves as a member of the Administrative Staff of the Chief of Police and shall stand ready to assume the duties of the Chief in his/her absence, including attendance at all staff, department head and City Council meetings.
- Meets regularly with the Chief of Police and Assistant Chief of Police to discuss and coordinate police department business and consults with the Chief of Police and Assistant Chief of Police on matters concerning the Manitowoc Police Department.
- Plans and implements Law Enforcement Programs for assigned areas of responsibility of the department in order to better carry out the policies and goals of the Police Chief, Mayor, and Council: reviews department performance and effectiveness in the delivery of services. Formulates programs and/or policies to alleviate deficiencies.
- Assists with the preparation of the annual budget and directs the implementation of the department's budget in assigned areas; plans for and reviews specifications for new or

replaced equipment. Makes equipment purchases, which are budgeted for or as directed by the Chief of Police.

- Directs the development, maintenance and retention of systems, records, and legal documents that provide for the proper evaluation, control and documentation of police department operations including but not limited to evidence, incident reports, and other legal documentation forms.
- Assists with the coordination 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, will report same in writing to the Chief of Police. Has the authority to recommend the transfer, discipline, or discharge of employees.
- Coordinate internal affairs investigations or assists the Assistant Chief of Police and Chief of Police with same.
- Performs administrative police work involving planning, coordinating, supervising, and evaluating the police department administrative and support functions, maintaining a uniform effort to achieve all clearly defined goals established for the department. Prepares and submits periodic reports to the Police Chief as deemed necessary by the Chief. Receives, reviews, and analyzes reports; evaluates effectiveness; and takes corrective action when necessary to provide efficient and effective law enforcement.
- Identifies the needs for department policy and/or city ordinances and drafts policy/city ordinances to implement directives from the Chief of Police, City Council or Mayor.
- Develops and monitors department safety programs and is responsible for overseeing employee compliance with safety regulations.
- Conducts extensive background investigations on pre-hire employees.
- Participates in personnel transactions, such as hiring, appointments, promotions, transfers, disciplinary actions, discharges.
- Oversee the training, evaluation, and development of department personnel.
- Attends conferences and meetings to keep abreast of current trends in the field.
- Represents the City Police Department in a variety of local, county, and state meetings.
- Give presentations before civic and social groups and shall work in promoting positive public relations in all ways possible. Strive to promote a positive image of the department through the demonstration of a superior caliber of service to the public.
- Directs and supervises the Evidence Division, Records Division, Training Division, Crime Prevention Program, Community Service Workers, Interns, Volunteers, and the DARE Program.
- Responsible for public distribution of social media information, newsletters, crime warnings, pamphlets, manuals, audio/visual productions and press releases.
- Prepare and maintain clear, concise and accurate reports and maintain statistics on all programs.
- Conducts inspections upon request of the public and private buildings and makes security/crime prevention recommendations.
- Responsible for the overall coordination of the annual Police Property Auction.
- Assist in policy development and grant applications.
- Performs other work and special assignments as required.

OTHER DUTIES

- Performs other work and special assignments as required.

MINIMUM POSITION QUALIFICATIONS

- Education:** Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice or related field, or an Associate Degree in Law Enforcement related field, or any equivalent combination of experience and training, which provides the required knowledge, skills and abilities. Graduate of the FBI National Academy or a similar law enforcement oriented university staff and command courses desired.
- Experience:** Ten 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. 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 read and interpret federal law and labor regulations and laws, Wisconsin State Statutes, City ordinances, and policy manuals; Ability to present facts, train and make recommendations effectively in written and oral form; Ability to prepare and issue reports for use by staff, boards, local officials, and the community. This position must also have The ability to add, subtract, multiply, divide, and calculate percentages, fractions and decimals; Ability to interpret basic descriptive statistical data and reports; Ability to interpret graphs and formulas; and the Ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes-hostile environment.

BACKGROUND CHECKS- 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:** While performing the duties of this job the employee is occasionally required to use hands to finger; handle, or operate objects, controls or tools; reach with hands and arms
- Physical Effort:** While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, 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 occasionally 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.

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Job Description

Human Resource Use Only

Position Number:

Step/Grade

Effective Date: 12/2013

POSITION IDENTIFICATION

Position Title: Captain of Patrol
Division: Police
Status: Full Time Union Non Exempt
Normal Workweek: 5-2/5-3 rotation (5 days on, 2 days off, 5 days on, 3 days off)

SUPERVISORY RELATIONSHIPS

Reports to: Deputy Chief of Police
Directly Supervises: Patrol Shift

POSITION PURPOSE

This highly responsible, upper management position in the Manitowoc Police Department is responsible for managing, directing, and supervising the functions of a Patrol shift. The Captain of Patrol reports directly to the Deputy Chief or a designee and works closely with other supervisory personnel of the Manitowoc Police Dept.

ESSENTIAL DUTIES

- Manages patrol functions – reviews and evaluates use of force, incidents and accident reports for completeness and follow-up and routes to the proper department personnel or outside agencies. Instructs on investigative patrol techniques.
- Provides the Chief of Police with input on budget preparation as it pertains to the area of responsibility.
- Develops, monitors, and maintains Patrol Shift strategic plans.
- Commands a Patrol Shift of the Police Department and is responsible for the efficient, effective, and economic performance of that shift.
- 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.
- Commands critical emergency incidents.
- Schedules and allocates personnel and resources to provide adequate patrol coverage.
- Identifies areas requiring increased patrol and issues related directives.

- Manages equipment/vehicles and insures that maintenance/repairs are completed.
- Coordinates statistical analysis and patrol division report preparation.
- May be called upon to administer the duties of the Deputy 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:** Graduation from an accredited college or university with either a Bachelor's Degree in Criminal Justice or a related field or an Associate Degree in Law Enforcement related field, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Experience:** Ten 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. 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; and the ability to interpret graphs and formulas.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

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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.

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