

Personnel
1-15-18

**RESOLUTION
REVISED JOB DESCRIPTIONS**

POLICE DEPARTMENT

**CLERK TYPIST, SCHOOL RESOURCE OFFICER (SRO)
AND
CRIME PREVENTION SARGEANT**

WHEREAS, in an effort to ensure all job descriptions are current and up-to-date to accurately reflect essential job duties and responsibilities within each department, the Human Resources Department directed department supervisors to review and update, if necessary, job descriptions from time to time; and

WHEREAS, the Human Resources Department has received the attached revised job descriptions in the Police Department, for Clerk Typist, School Resource Officer (SRO) and Crime Prevention Sergeant, to be reviewed and considered for approval; and

WHEREAS, the Personnel Committee, at a meeting held on Thursday, January 4th, 2018, and the Public Safety Committee, at a meeting held on Monday, January 8th, 2018, recommended approval of the attached revised job descriptions in the Police Department for Clerk Typist, School Resource Officer (SRO) and Crime Prevention Sergeant.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the City of Manitowoc to approve the attached revised job descriptions in the Police Department, for Clerk Typist, School Resource Officer (SRO) and Crime Prevention Sergeant, effective upon passage of this resolution.

INTRODUCED Jan 15, 2018 _____

ADOPTED _____

APPROVED _____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

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| Fiscal Impact: | Budget neutral |
| Funding Source: | n/a |
| Finance Director Approval: | /sc |
| Approved as to form: | /kmm |