

*Personnel*

15-224

**RESOLUTION  
POLICE LIEUTENANT**

**WHEREAS**, the Chief of Police has submitted a request to hire a replacement Police Lieutenant due to a retirement; and

**WHEREAS**, this position is responsible for the supervision of police patrol and related station activities, and is required to exercise knowledge of police methods and techniques and seasoned judgment in providing police services to meet emergencies and other special situations, and assumes complete charge in the absence of a superior officer; and

**WHEREAS**, the Public Safety Committee approved the filling of this position at Grade M of the Compensation Plan at its February 3<sup>rd</sup>, 2015 meeting; and

**WHEREAS**, the Common Council has enacted a resolution requiring 2/3 approval of the Common Council prior to filling a vacancy.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Manitowoc to approve the salary for the new Police Lieutenant at Grade M of the Compensation Pay Plan, with the step placement to be determined by the Compensation Policy once a candidate is selected.

**BE IT FURTHER RESOLVED**, that the Police Chief is authorized to fill any additional vacancies that result from filling this Lieutenant position in accordance with the Compensation Plan and the Labor Agreement with the Manitowoc Professional Police Association.

**FEB 16 2015**

Introduced \_\_\_\_\_

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor  
Drafted by City Attorney Kathleen M. McDaniel

**Fiscal Impact: Budget Neutral**  
**Funding Source: Police Department Budget**  
**Finance Director Approval:** /sc  
**Approved as to form:** /kmm

# Job Description

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

## POSITION IDENTIFICATION

**Position Title:** PATROL LIEUTENANT  
**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

**Reports to:** Captain of Patrol  
**Directly Supervises:** Patrol Shift

## POSITION PURPOSE

The patrol lieutenant is responsible for the supervision of police patrol and related station activities. The employee is required to exercise knowledge of police methods and techniques and seasoned judgment in providing police services to meet emergencies and other special situations. The lieutenant assumes complete charge in the absence of a superior officer. The work is performed in accordance with prescribed departmental procedures. Assignments are received in the form of written or oral instructions. Supervision is received from the Deputy Chief of Operations, who is available on unusual problems and who reviews the work through observation of results and the evaluation of the reports submitted.

## ESSENTIAL DUTIES

1. Responsible for overseeing employee compliance with safety regulations, policies and procedures, and when directed, provide safety training to employees.
2. Coordinates activities of the various patrols of the police department;
3. Inspects equipment and appearance of police officers;
4. Reads special orders and gives special instructions;
5. Assists in Field Training Officer Program;
6. Performs special investigations as assigned;
7. Receives and checks all reports and maintains records of activities of officers during tour of duty;

8. Interviews complainants and takes proper action to dispose of complaints;
9. Supervises Police Sergeants and Police Officers on posts and in cruisers, giving instructions and assistance as required;
10. Supervises Police Detectives, when necessary, at crime scenes or other events in the absence of a Detective Supervisor;
11. Interviews and questions arrested persons;
12. Prepares and supervises preparation of data, records and reports relating to police activities, and reviews reports prepared by subordinates;
13. Investigates and reports on complaints about subordinate police officers;
14. Operates the TIME System;
15. Prepares the monthly work schedule for all subordinates;
16. Maintains a log of work done and citations issued by officers during the assigned shift;
17. Receives ticket and fine money and accounts for same;
18. Maintains attendance records for subordinate officers;
19. Makes public contact to ascertain effectiveness of police programs and individual officers;
20. Observes and evaluates performance, effectiveness and potential ability of staff;
21. Supervises and participates in the preparation of statements, exhibits, reports and other pertinent information of an evidentiary nature for use in the formal adjudication of cases in a court of law;
22. Presents testimony in court regarding evidence obtained in official investigations;
23. Operates police radio communication system and dispatches cars where needed and performs other related radio communication duties;
24. Checks conditions of all department vehicles and equipment on a regular basis;
25. Directs proper and timely maintenance on vehicles to insure continued effective operation;
26. Thorough knowledge of the rules and regulations of the department, pertinent federal and state laws and city ordinances;
27. Good knowledge of the principles and practices of modern police administration, including patrol, traffic administration and criminal investigation;
28. Good knowledge of the types and use of firearms, communications and automotive equipment in modern police work;

29. Good knowledge of the streets and physical layout of the City of Manitowoc, adjoining areas and the locations requiring special police attention;
30. Ability to understand and execute difficult oral and written directions and to deal courteously with the public;
31. Ability to command respect of officers and assign, instruct and review their work;
32. Ability to write clear and comprehensive reports;
33. Ability to analyze complex police problems and situations, adopting quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances;
34. Knowledge of basic computer skills.
35. Performs other work and special assignments as required.

#### **OTHER DUTIES**

Performs supervision over an assigned shift of police officers responsible for the safety of life and property and maintenance of order and traffic control within the City of Manitowoc. Does related work as required.

#### **MINIMUM POSITION QUALIFICATIONS**

**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:** Considerable police experience, some of which shall have been on the level of Police Sergeant or Police Detective.

**Certifications/Licenses:** A valid State of Wisconsin Operator's License  
Certification from Wisconsin Training and Standards Bureau

**Other Requirements:** Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board.

## **KNOWLEDGE, SKILLS, & ABILITIES**

Ability to read and interpret policy manual, technical manuals, Wisconsin State Statutes, City ordinances, training bulletins, Supreme Court decisions and other related materials concerning police work. 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.

## **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:** The employee is regularly required to use both hands to handle, touch, grasp; reach with hands and arms; Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in operation of computer keyboard, telephone and calculator.

**Physical Effort:** The employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear. 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 the 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.

# Manitowoc Police Department

## 2014 Organizational Chart

**Police Chief**  
Oscar Dick

**Deputy Chief**  
Administrative Support  
TBA

**Deputy Chief Operations**  
Vacant

**Administrative Assistant**  
Deb Duane

**Office & Support Staff**

**Office Manager**  
J. Christensen

**Clerks**  
K. Zipperer  
S. White  
J. Storzer  
C. Miller  
A. Lambert

**Community Service Worker**  
D. Harms  
Interns (Paid)

**Evidence Property Clerk**  
K. Seefeldt

**Tech Support**  
Det. Jerod Lecher\*  
(On loan from Detective Bureau)

**Community Policing & Training Units**

**Community Policing Lt.**  
Vacant

**Training Coordinator**  
Lt. R. Barbier

**Crime Prevention**  
Sgt. Bruce Jacobs

**Crossing Guards**  
D. Krueger J. Heili  
L. Leonowicz R. Woodman  
M. Fischer J. Miller  
J. Hiekel R. Habelwitz  
C. Shulander

**Volunteer & Intern Coordinator**

**Detective Bureau**

Capt. S. Luchterhand

Det. Sgt. D. Vorpahl

Det. M. Stone

Det. D. McCue

Det. Erik Kowalski

Det. Jerod Lecher\*

Det. Andrew Trilling

Det. J. Pusel

Inv. A. Sohlden

**School Resource Officers**  
Off. M. Laabs  
Off. J. Delsman  
Off. J. Kronforst

\* Symbol means on loan To Tech Support

**1<sup>st</sup> Shift**

Capt. L. Zimney

Lt. K. Puestow  
(Retires 2/11/15)

Off. M. Trainor

Off. P. Dramm

Off. J. Buck

Off. S. Thomm

Officer R. Ladwig

Off. J. Hylar

Off. L. Peronne

Off. B. VerVelde

Off. P. Behrendt

Off. R. Weyer

Off. R. Sosnosky

Off. M. Culligan

Officer J. Bennett

Officer Turek

**2<sup>nd</sup> Shift**

Capt. J. Freiboth

Lt. M. Schroeder

Lt. M. Wallander

Off. K. Walters

Off. J. Massart

Off. B. Hayner

Off. J. Musial

Off. M. Benthien

Off. K. Bessler

Officer N. Place

Off. T. VanKauwenberg

Off. A. Katzka

Off. A. DeValk

Off. N. Barnes

Officer S Manion

Officer R. Ploederl

Officer Nolan

**3<sup>rd</sup> Shift**

Capt. N. Reimer

Lt. C. Jansen

Lt. C. Pusel

Off. R. Block

Off. J. Koenig

Off. B. Arps

Off. J. Weber

Off. P. Krock

Off. J. Denk

Off. A. Sohlden

Off. R. Schuettpelz

Off. J. Erickson

Off. S. Hodek

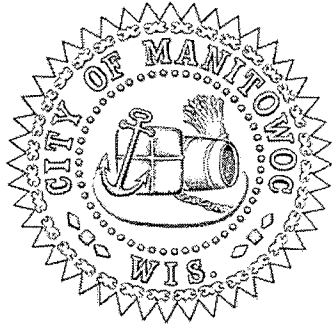
Off. K. Rocklewitz

Off. K. Massa

Officer Brey

**K-9 Units**  
Aik and Uilly

# 15-179



## CONSENT

**Standing Committee:** Public Safety Committee

**Document Name:** Communication from Police Chief Dick requesting to fill upcoming Lieutenant position due to retirement.

Consent

Non-Consent

Chairman Recommend

**Recommendation:**

*Committee approves request  
& place on file*

**Attest:**

*Christopher Able*

Chair - Alderman Christopher Able

*2/3/2015*

Date

Vice-Chair - Alderman Eric Sitkiewitz

Alderman Jason Sladky

Alderman Mike Howe

Alderman Patrick Brandel

**Approved:**

Justin M. Nickels  
Mayor

Date

**Deb Duane**

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**From:** Tony Dick  
**Sent:** Thursday, January 29, 2015 6:05 PM  
**To:** Deb Duane  
**Subject:** RE: PLEASE REVIEW & REPLY BY EARLY MORNING

I need to get the ok to hire police officers up to the budgeted amount in 2015

I need to get the OK to fill an upcoming Lt position that will be vacated through retirement. •

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I want to create a Deputy Chief of Administrative Support and seek approval of Public Safety

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**From:** Deb Duane  
**Sent:** Thursday, January 29, 2015 4:40 PM  
**To:** Christopher Able - D3; Tony Dick; Todd Blaser  
**Subject:** PLEASE REVIEW & REPLY BY EARLY MORNING

Good Evening Gentlemen,

Attached are the items I show for Public Safety this Tues Feb 3. Please review and advise of any changes you'd like by early morning so that I can produce a final agenda for the clerks by 11am.

Thank you,  
Deb