

Job Description

Human Resource Use Only

Position Number: 10180

Step/Grade

Effective Date: 01/2018

Revision Date: 02.2026

POSITION IDENTIFICATION

Position Title: Crime Prevention Sergeant
Department: 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: ~~Deputy Assistant~~ Chief of Support Division
Directly Supervises: ~~Limited supervisory authority~~ School Resource Officers

POSITION PURPOSE

The Crime Prevention Sergeant is in charge of developing and coordinating crime prevention activities, making recommendations and reviewing program activities; maintaining statistics on all program activities; and doing related work as required. Performs general 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.

ESSENTIAL DUTIES

- Plans, organizes, and implements modern crime prevention techniques, policies, and programs designed to prevent and/or reduce crime.
- Responsible for the development and coordination of various programs to assist the community and department such as Crime Stoppers, Neighborhood Watch, Citizen's Academy, Weekly "Billboard / Media" Most Wanted List, Nuisance Program, TRIAD, Crime Prevention Day, Safety Patrol Picnic, National Night Out, DARE and others.
- Prepares for and attends all necessary meetings such as Crime Prevention Committee, TRIAD, Crime Stoppers, Citizen's Academy, Neighborhood Watch, MPSD Safety Meetings, Healthiest Manitowoc and others.
- 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.
- Responsible for the development and coordination of notification processes for such things as Retail Crimes, Financial Crimes, Pharmacy Notification and others.
- Keeps the Chief of Police, Command Staff and other Shift Supervisors informed of personnel problems as well as other sources of discontent along with the enforcement of department rules, policies and memorandums pertaining to the Crime Prevention Program and to the conduct and performance of all employees;
- Conducts inspections upon request of public and private buildings and makes security/crime prevention recommendations. (CPTED)
- Gives 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.
- Coordinates and teaches the DARE Program.
- Evaluates the DARE Program/Officers.

- Responsible for maintaining the nuisance property folder.
- Active member of the Neighborhood Improvement Action Team.
- Assists in the public distribution of newsletters, crime warnings, pamphlets, manuals, audio/visual productions and press releases.
- Prepares and maintains clear, concise and accurate reports.
- Advises the Chief of Police and command staff on new techniques and activities in the area of crime prevention.
- Assists administration with the Crime Prevention Budget.
- Participates in interviews for positions of equal or less rank within the Department.
- Evaluates the need for in-service and specialized training and identifies these needs to the Training Lieutenant.
- Coordinates crime prevention efforts and strategies encompassing each shift or division to involve all officers. The Crime Prevention Sergeant will assist with the selection and train sworn officers from each shift who will help the Crime Prevention Sergeant carry out the department crime prevention effort on their respective shifts.
- [Directly supervises the school resource officers including reading over SRO reports and related paperwork, documenting SRO performance, and coaching and evaluating performance.](#)
- [Fills in for SRO positions in times of anticipated extended absences.](#)
- Any other work assigned by the supervisory staff of the Police Department.

OTHER DUTIES

- Good knowledge of the geography of the City of Manitowoc, including the location of important buildings.
- Remains vigilant of fellow employees' emotional and mental wellbeing and makes recommendations for employee assistance referrals.
- Furnishes assistance and information to private citizens and motorists.
- Attends regular training in police methods.
- Reacts quickly and calmly through an emergency police situation.
- Applies and interprets approved department policies and procedures.
- Identifies, solves community conflicts and problems and 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.

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:	3 years of experience as a certified police officer in good standing in the state of Wisconsin.
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. (Meet the minimum requirements as set forth by the Wisconsin Law Enforcement Standards Board)

KNOWLEDGE, SKILLS, & ABILITIES

The ability to read and interpret policy and technical manuals, Wisconsin State Statutes, City Ordinances, training bulletins, Supreme Court decisions and other related materials. The ability to effectively multitask and prioritize responsibilities. The ability to add, subtract, multiply, divide, and calculate percentages; the ability to interpret basic descriptive statistical data and reports; the ability to interpret graphs. The ability to effectively communicate and give public presentations. 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 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. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in operation of computer keyboard, telephone and calculator.
- 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. The noise level in the work environment ranges from quiet to a moderate level.

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.