

Personnel  
8-18-14

14-1588

**RESOLUTION**

**WHEREAS**, as a result of the City's reorganization in 2011, essential job duties and responsibilities have changed within each department; and

**WHEREAS**, it is a best practice to ensure all job descriptions are current and up-to-date to accurately reflect essential job duties and responsibilities within each department; and

**WHEREAS**, the Personnel Committee recommended acceptance of the attached revised job descriptions for Crime Prevention Sergeant and Court/Evidence Clerk within the Police Department at a meeting held on Monday, June 9, 2014.

**NOW THEREFORE, BE IT RESOLVED BY** Mayor Justin M. Nickels and the Common Council of the City of Manitowoc to approve the attached revised job descriptions for Crime Prevention Sergeant and Court/Evidence Clerk within the Police Department.

Introduced 8-18-14 \_\_\_\_\_

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor

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

# Job Description

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

## 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

**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 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/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 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**

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.

# Job Description

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

## POSITION IDENTIFICATION

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**Position Title:** COURT/ EVIDENCE CLERK

**Division:** Police

**Status:** Full Time Non Exempt

**Workweek:** Mon – Fri (7:00am – 4:00pm)

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Office Manager

**Directly Supervises:** None

## POSITION PURPOSE

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Under the direction of the Office Manager, the Court/Evidence Clerk performs a variety of high-level clerical tasks. The Court/Evidence Clerk assumes the responsibility for the preparation of all law violations for the court of appropriate jurisdiction, including the preparation and processing of all violations of the traffic laws, city ordinances and state statutes and administrative codes. The Court/Evidence Clerk is accountable for the safeguard of evidence and is required to follow established procedures regarding the disposition of evidence. The Court/Evidence Clerk is required to work independently or under general supervision, depending upon the nature of the assignment. The ability to work without extensive supervision, making decisions based on department policy, state or federal law and/or city ordinances is required.

## ESSENTIAL DUTIES

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1. Prepare all criminal warrants, city warrants and commitments, to include entry into WI TIME System.
2. Maintain complete and accurate records of current and pending cases as well as closing out cases after appropriate judicial action (dispositions for Municipal, Traffic and State).
3. Prepares and processes all violations of city ordinances and state laws for assigned court dates.
4. File all law violations with the court of appropriate jurisdiction.
5. Records all payments and deposits for both traffic and non-traffic offenses and forwards amounts to Municipal Court Clerk.
6. Review and submit juvenile referrals.
7. Review all citations for accuracy before filing them with the appropriate court.

8. Submit paperwork to Wisconsin Department of Transportation/Department of Motor Vehicles for Administrative Suspensions.
9. Keeps accurate records of each transaction in compliance with courtroom procedures and judicial fiat (Municipal, State and Federal).
10. Establish and maintain positive working relations with all outside agencies; supervisors, police officers, judicial entities, referral agencies, city employees and all support staff.
11. Takes phone calls from the public and answers questions from the public in a professional and courteous manner.
12. Follows orders for disposition of evidence and ensures legal return of evidence to owner or other appropriate disposal per State laws.

#### **OTHER DUTIES**

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1. Assign the court dates.
2. Secures complaints from the District Attorney for all violations of state laws.
3. Relay changes in the deposit schedule and law updates to the officers.
4. Maintains a filing system and all aspects of document management.
5. Operates a copier, adding machine, and other office equipment.
6. Maintain inventory of supplies on hand and orders supplies for Evidence Room.
7. Performs other duties as assigned.

#### **MINIMUM POSITION QUALIFICATIONS**

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**Education:** High school degree or equivalent,

**Experience:** Clerical training, progressively responsible clerical experience.

**Certifications/Licenses:** Obtain notary certification and obtain Advanced Wisconsin TIME certification within 6 months of hire.

**Other Requirements:** Above average computer skills. Must be able to maintain strict confidentiality. Ability to train current and new employees on records management system.

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

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Ability to read and interpret policy manual, Wisconsin State Statutes, City ordinances, Supreme Court decisions and other related materials concerning law changes. Ability to write reports and correspondence; draft or compose letters or communications. Ability to understand and follow written and oral instructions. Ability to add, subtract, multiply and divide and calculate percentages. Ability to interpret basic descriptive statistical data and reports. Ability to interpret graphs. Ability to apply situational reasoning by exercising good judgment, decisiveness and creativity. Ability to assess and handle situations with irate customers in a calm manner by exercising good judgment, decisiveness, tact, courtesy, and creativity.

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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:** Ability to handle, finger and feel. Ability to coordinate eyes, hands, feet and limbs in performing filing, typing, keyboard, telephone and calculator skills. Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, associated with objects or materials.

**Physical Effort:** Ability to exert light physical effort in sedentary to light work, involving lifting 25 lbs., carrying, pushing, walking and standing.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position generally works in an office environment under a controlled climate where exposure to environmental factors is minimal and poses little to no risk of injury. There is risk of exposure to blood born pathogens in the handling of evidence and approved protective clothing, training and safeguards will be provided by the department. In-state travel may be required occasionally.

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