

**CITY OF MANITOWOC
POSITION DESCRIPTION**

POSITION TITLE: **DEPUTY CHIEF OF POLICE ADMINISTRATION**
DEPARTMENT: POLICE
STATUS: FULL TIME EXEMPT
POSITION REPORTS TO: CHIEF OF POLICE
DATE OF DESCRIPTION: **FEBRUARY 2015**

SUMMARY:

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 Administrative Support 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 Administrative Support** reports directly to the Chief of Police and works closely with other supervisory personnel of the Manitowoc Police Dept.

ESSENTIAL FUNCTIONS include the following:

- 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 of Police Operations** to discuss and coordinate police department business and consults with the Chief of Police and **Deputy Chief of Police Operations** 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 he/she will report same in writing to the Chief of Police. He/She has the authority to recommend the transfer, discipline, or discharge of employees.
 - Coordinate internal affairs investigations or assist the Deputy Chief of Police Operations 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.

QUALIFICATIONS:

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. Ten years of experience in police work, with significant experience in a supervisory capacity. Graduate of the FBI National Academy or a similar law enforcement oriented university staff and command courses desired. 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.

SUPERVISORY RESPONSIBILITIES:

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.

LANGUAGE SKILLS:

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.

MATHEMATICAL ABILITY:

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.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.

REASONING ABILITY:

Ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes-hostile environment.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, use hands to finger; handle, or operate objects, controls or tools listed above; 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.

ENVIRONMENTAL ADAPTABILITY:

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.

FUNCTION OF POSITION DESCRIPTION:

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.