

# Job Description

Human Resource Use Only
Position Number: 10100
Step/Grade - S
Effective Date:
Revision Date: 07.2025

## POSITION IDENTIFICATION

**Position Title:** Police Chief  
**Department:** Police  
**Status:** Full-Time Exempt  
**Normal Workweek:** Mon-Fri and as necessary

## SUPERVISORY RELATIONSHIPS

**Reports to:** Mayor; Police and Fire Commission  
**Directly Supervises:** The Police Chief is a department head position responsible for directly supervising the management personnel including Assistant Chief, Deputy Chief and the Administrative Assistant. Exercises supervision and management of every department employee.

## POSITION PURPOSE

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the police department, parking division and safety building. This position performs support work for the Manitowoc Municipal Court, Police and Fire Commission, Safety, Parking and Traffic Commission and other city departments as required. Works under the general guidance and direction of the Mayor and exercises supervision over all police department staff directly or through subordinate supervisors. The Police Chief is required to attend all Common Council meetings and attend Council committee meetings as directed.

## ESSENTIAL DUTIES

- Plans, coordinates, supervises and evaluates police department operations.
- Plans and implements a law enforcement program for the City in order to carry out the policies and goals of City Administration and Council.
- Reviews department performance and effectiveness, formulates programs and policies to alleviate deficiencies or to meet immediate needs.
- Develops, implements and enforces policies and procedures for the department.
- Implements directives from the City Council or Mayor
- Coordinates the information gathered and work accomplished by various officers and divisions, assigns officers to special investigations, tactical units or other specific assignments as the need arises for their specific skills.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in the terms of current situations or circumstances governing deployment.
- Delegates duties to subordinate supervisors to accomplish the primary and auxiliary functions of the police department.
- Supervises and coordinates the preparation and presentation of an annual budget for the police department, parking division and safety building; directs the implementation of the departments' budgets, plans for and reviews specifications for new or replaced equipment, prepares and updates a 5-year capital plan, and supervises expenditures of departmental appropriations.

- Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control and documentation of police department, parking division and Municipal Court support.
- Recruits, selects, appoints, trains, promotes, and develops department personnel.
- Provides proper community notification on release of registered sexual offenders from the penal system.
- Handles grievances, assists in negotiations on labor contracts, oversees the application of labor contracts, and maintains departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits weekly reports to the Mayor regarding the departments' activities, and prepares a variety of other reports as appropriate. Meets with elected officials, other law enforcement officials, community and business representatives, and the public on all aspects of the department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Dept. at a variety of local, county and state meetings.
- Cooperates with county, state and federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that law and ordinances are enforced and that the public peace and safety is maintained.
- Provides law enforcement expertise both inside the agency and externally to enhance the profession of law enforcement.
- Represents the City of Manitowoc on the Board of Users of Manitowoc County Public Safety Joint Services Countywide Communications and Records Systems.
- Analyzes and recommends improvements to equipment and facilities as needed.
- Performs the duties of subordinate personnel as needed.
- Testifies at hearings and court proceedings as required.
- Responsible for establishing and maintaining safe working conditions and practices in compliance with all applicable laws and regulations and for providing the required training and testing for employees in conjunction with those laws and regulations.

#### **OTHER DUTIES**

Performs other work and special assignments as required.

#### **MINIMUM POSITION QUALIFICATIONS**

<b>Education:</b>	Bachelor's Degree in Police Science, Law Enforcement, Criminal Justice, Public Administration or a closely related field from an accredited college or university desired, 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. Graduate of the FBI National Academy or similar law enforcement oriented university level staff and command courses.
<b>Experience:</b>	Ten years of experience in police work, five years of which must have been equivalent to a police sergeant or management position. An equivalent combination of education and experience.
<b>Certifications/Licenses:</b>	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.
<b>Other Requirements:</b>	Thorough knowledge of modern law enforcement principals, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations. Working knowledge of computer operating systems and programs, such as Windows,

Microsoft Word, WordPerfect or similar software. Ability to meet the department's physical standards.

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

This position must possess the ability to read and interpret federal law and labor regulations and laws, Wisconsin State Statutes, City ordinances, policy manuals; ability to present facts and recommendations effectively in written and oral form; ability to prepare and issue reports for use by staff, boards, local officials, and the community; the ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; ability to interpret basic descriptive statistical data and reports; ability to interpret graphs and formulas; 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 CHECK**

Condition of employment

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## **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 coordinate hands, eyes, feet and limbs in performing movements such as the operation of a computer keyboard, telephone and calculator.

**Physical Effort:** The employee is regularly required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. Senses required include hearing, seeing, smelling, tasting and touching. The employee must occasionally lift and/or move up to 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.

**Working Conditions:** While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee frequently works in an office environment with a controlled climate. 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. The noise level in the work environment is usually quiet in the office and moderately noisy to extremely noisy in the field.

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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.