

# Job Description

Human Resource Use Only

Position Number: 10019

Step/Grade – P

Effective Date: 06/2016

Revision Date: 02.2026

## POSITION IDENTIFICATION

**Position Title:** Assistant ~~Police Chief of Operations~~ Chief of Police  
**Department:** Police  
**Status:** Full-Time Exempt  
**Normal Workweek:** Mon-Fri

## SUPERVISORY RELATIONSHIPS

**Reports to:** Police Chief  
**Directly Supervises:** Directly supervises Captains. Indirectly supervises ~~Lieutenants, Detectives, Patrol Officers, Office Staff, Community Service Workers, and all~~ other department personnel ~~through subordinate supervisors.~~

## POSITION PURPOSE

The position of Assistant ~~Police Chief of Operations~~ Chief of Police performs a variety of complex administrative, supervisory and professional public safety assistance work in planning, coordinating and directing the Manitowoc Police Department. The Assistant Chief of Operations reports directly to the Chief of Police and works closely with other supervisory personnel of the Manitowoc Police Department.

## ESSENTIAL DUTIES

- 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 ~~Assistant Deputy~~ Chief of Support Divisions to discuss and coordinate police department business and consults with the Chief of Police and ~~Assistant Chief of Support Operations~~ Deputy Chief 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 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.

- Monitors and assists 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.
- Coordinates 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, will report same in writing to the Chief of Police. Has the authority to recommend the transfer, discipline, or discharge of employees.
- Performs administrative police work involving planning, coordinating, supervising, and evaluating the police department operations function, 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 (Lexipol) and/or city ordinances and drafts policy/city ordinances to implement directives from the Chief of Police, City Council or Mayor.
- Monitors department safety programs.
- Responsible to coordinate internal affairs investigations or assists the Chief of Police with same.
- Conducts extensive background investigations on pre-hire employees.
- Participates in personnel transactions, such as hiring, appointments, promotions, transfers, disciplinary actions, discharges.
- Participates in performance evaluation review panel for internal promotions.
- 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.
- Assist in policy development and grant applications.
- Gives presentations before civic and social groups and shall work in promoting positive public relations in all ways possible. Strives to promote a positive image of the department through the demonstration of a superior caliber of service to the public.
- Assists with the oversight of the training, evaluation, and development of department personnel.

## **OTHER DUTIES**

---

- Special Event Coordinator, K-9 Unit Coordinator, Accident Review Committee Member, Parking Ticket Review and Driver Re-evaluations.
- Responsible for monthly commendation letters, “Employee of the Quarter” along with both the Noon Rotary and Eagles Club Officer of the Year Awards.
- Performs other work and special assignments as required.

## **MINIMUM POSITION QUALIFICATIONS**

---

**Education:** 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. Graduate of the FBI National Academy or a similar law enforcement oriented university staff and command courses desired.

---

---

---

**Experience:** Ten years of experience in police work, with significant experience in a supervisory capacity.

---

**Certifications/Licenses:** 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.

**Other Requirements:** 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.

### **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, and policy manuals; the ability to present facts, train and make recommendations effectively in written and oral form; and prepare and issue reports for use by staff, boards, local officials, and the community. This position must also have the ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; to interpret basic descriptive statistical data and reports; interpret graphs and formulas; and the ability to apply situational reasoning by exercising good judgment, decisiveness, and creativity in complex situations when dealing in a sometimes-hostile environment.

### **BACKGROUND CHECK**

---

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 occasionally required to use hands to finger; handle, or operate objects, controls or tools; reach with hands and arms

**Physical Effort:** 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, climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 75 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:** 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.

---

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.