



Date: May 18, 2023
To: All Police Personnel
From: Chief David B. Smetana
Reference: 2023 Sergeant Internal Job Posting

This memo is to notify all police personnel that the promotional process for the rank of Sergeant for the Pleasant Prairie Police Department will begin May 18, 2023. The list will remain in effect for one year and anyone who has attained the minimum qualifications by June 2, 2023, is eligible to participate.

POLICE SERGEANT
Full-time – Annual Salary \$79,200 – \$99,000

REQUIREMENTS FOR PROMOTION

Members will have the following minimum levels of sworn law enforcement experience to qualify for promotion.

Sergeant: Three (3) years full time service.

SERGEANT OF POLICE DUTIES AND RESPONSIBILITIES

Sergeants are appointed by the Chief of Police from a list of certified candidates approved by the Police and Fire Commission.

Duties of a Patrol Sergeant include, but are not limited to:

- To maintain command of all personnel of lesser rank assigned to his/her shift and be responsible for the day-to-day operations of such personnel including the performance, conduct, appearance, uniforms, equipment, and assignment of same.
- To follow the direction of the Captain of Patrol and/or Lieutenant of Police in charge of the shift.
- Respond to calls for assistance from members under his/her command and assume supervisory responsibilities upon arrival.
- Where necessary, initiate and follow-up disciplinary actions against subordinates, keeping the shift's Lieutenant of Police and/or Captain of Patrol informed of such actions.
- Perform the duties of a patrol officer when necessary.
- At the discretion of the shift Lieutenant or Captain of Patrol, assist in completion of performance evaluations of subordinates assigned to the shift.

SELECTION PROCEDURAL STEPS

The promotional procedure will consist of the following:

- Application including Resume and Letter of Interest
- Command Staff Interview and Applicant Presentation to Command Staff
- Police and Fire Commission Interview

The dates and times set up for interviews are the only ones that will be offered. Failure to take part in any part of the process will eliminate an applicant from the promotional process. **The Department will not pay overtime to take part in the process. Officers may take part in the process during on duty time.**

Interested persons should log into their Employee Self-Service Account and proceed to Employment Opportunities to apply by June 2, 2023.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER