



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 DETECTIVE 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.

DETECTIVE 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 Detective Sergeant include, but are not limited to:

- To maintain command of all Detectives and be responsible for the day-to-day operations of such personnel including performance, conduct, appearance, equipment, and assignment of same.
- To be responsible for the planning and organization of the Detective Bureau.
- To be responsible for the planning and implementation of crime prevention activities for the Department.
- To function in a dual capacity, when necessary, as both a Sergeant of Detectives in the absence of regular, uniformed supervision with full supervisory authority and responsibility over and for subordinates, and when not acting in a supervisory capacity, to perform the duties of a Detective.
- Complete performance evaluations of Detectives assigned to him/her as required.
- To emulate the Departmental philosophy of delivery of law enforcement services in a friendly and concerned, but, when necessary, firm, and compassionate manner.
- When necessary, initiate and follow-up disciplinary actions against subordinates, keeping the Chief of Police and Captain of Operations informed of such actions.

- Follow chain of command.
- Perform such other duties as may be assigned by supervision.

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