

Police Sergeant
Department of Administration
Division of Capitol Police

Position Summary

Under the general supervision of the Police Lieutenant, the Police Sergeant serves as shift commander and is responsible for the supervision of Police Officers and all law enforcement activities that occur during their shift and during times when he/she is the Staff Duty Officer. The Police Sergeant supervises Police Officers, conducts evaluations, and implements disciplinary actions of verbal, written reprimands and recommends suspension or termination of employees for cause. This position arranges schedules, coordinates field operations, maintains liaison with local law enforcement agencies, courts, etc., and coordinates criminal investigations.

This position is responsible to ensure compliance with statutes, adopted department rules, policies, and the attainment of department objectives by subordinate law enforcement officers.

Goals and Activities

35% A. Supervise Police Officer(s), Police Communications Operator(s), Security Officer(s) or other support staff.

- A1. Develop work schedules and direct the work activity of police officers assigned.
- A2. Meet with individual officers assigned to the shift and provide guidance and direction in conducting investigations of misdemeanor and felony crimes.
- A3. Conduct quarterly inspection of personnel to ensure the employee is maintaining issued equipment as required and job skills are maintained at a proficient level.
- A4. Inspect the assigned posts to determine effectiveness of equipment.
- A5. Enforce compliance with department policies and procedures by assigned officer.
- A6. Review officers' reports, activity sheets, traffic citations, parking tickets, and discrepancy reports for completeness, accuracy, quality, proper action (report support action taken, i.e. felony arrest necessary elements in officer's report).
- A7. Conduct annual evaluations of employees, identifying areas in need of improvement, areas of strength, and future goals and objectives.
- A8. Review crime statistics in jurisdiction of Capitol Police to determine and assign available resources to those areas with a priority given to crimes against persons rather than property.
- A9. Develop plans and scheduling patterns to accommodate special events such as inauguration of public officials, special events of the legislature, and public meetings with large attendance of state citizens. This requires long range planning, and contacts with the Governor's Office, Legislative leaders, and various groups to work out schedule of events and activity planning.

A10. Conduct monthly conferences with officers for the purpose of keeping staff updated as to changes in work activity, policies, procedures, discussing work priorities, interpretations of rules orders or practices.

A11. Continuously monitor the units work activity to ensure goals and objectives established by the department are being met. Monitor reports and daily logs and use good supervisory techniques in directing the units work activity to accomplish bureau objectives.

30% B. Perform the duties and functions of a police officer in the exercise of law enforcement and related activity.

B1. Make arrests and prepare reports for criminal offenses observed.

B2. Conduct investigations of criminal and traffic offenses.

B3. Receive complaints and take proper action.

B4. Assist persons experiencing a medical emergency (first aid, cardio-pulmonary resuscitation, etc.).

B5. Exercise judgment in the use of level of force necessary to effect an arrest. This activity requires maintaining good physical conditioning, skill in use of police baton, self-defense techniques, and use of firearms.

15% C. Conduct major case investigations involving misdemeanor and felonies.

C1. Conduct investigations of alleged criminal acts by officials of state government. This requires discretion and the ability to handle delicate situations with confidence.

C2. Conduct investigations of state employees who are alleged to have been involved in criminal activity.

C3. Perform other criminal investigations as required.

C4. Perform the duties of a police officer, as required.

C5. Prepare reports. Protects evidence and submits completed investigations to the district attorneys for prosecution when evidence will support the charges.

C6. Testify as a witness for the State at court hearings.

10% D. Responsible for all law enforcement activities during non-business hours for all facilities under the managing authority of the Department of Administration

D1. Assign available personnel to cover emergencies that occur. This requires setting priorities to provide the most effective use of available resources to handle incidents such as large-scale demonstrations, threats to state employees, and threats to state property.

D2. Make effective recommendations on the use of outside law enforcement agencies for incidents that require additional resources. This requires evaluating available intelligence to determine attendance numbers anticipated and the level of interest which could determine if conflict or violence are expected.

D3. Coordinate activities of the various law enforcement agencies as incidents occur on state property. This may require working with supervisory personnel from local, state, tribal, and federal law enforcement agencies, as well as fire and medical response agencies.

D4. Evaluate bomb threats, extent of fire or other conditions that may require evacuation of the State Capitol, Executive Residence, or other state facilities. This requires good critical thinking as the decisions made could affect the lives of many people.

D5. Take command of mass critical incidents and contain the situation until additional resources and command personnel can respond to the scene.

D6. Evaluate threats that are received relative to the Governor's personal security. This requires a thorough knowledge of people known to have threatened VIPs in the past, the ability to gather information, and decision making regarding what action to take.

10% E. Provision of other duties as assigned to assist the Chief and Deputy Chief in accomplishing the bureau objectives through providing training programs, coordinating the agency's activities, and developing of employees for future advancements.

E1. Coordinate and schedule special events.

E2. Develop lesson plans and present training programs to division members, VIPs, and state employees.

E3. Conduct investigations of alleged misconduct of bureau employees and make effective recommendations of corrective actions. This activity requires an extensive knowledge of personnel rules and Wisconsin Statutes.

E4. Assist with the administration of permits, parking, and other administrative duties as assigned.

Knowledge, Skills, and Abilities

1. Experience utilizing a variety of computer software programs such as databases, spreadsheets, and word processing programs (e.g., Word, Excel, etc.).
2. Experience working with confidential documents.
3. Excellent organizational and time management skills.
4. Excellent written and oral communication skills including English usage, grammar, punctuation, and style.
5. Experience establishing and maintaining effective working relationships with internal and external customers.
6. High degree of attention to detail.
7. Ability to remain organized and systematically manage responsibilities.
8. Ability to effectively multi-task and follow-through with projects until completion.
9. General understanding of government budgeting terminology and concepts.
10. Knowledge of the STAR system is desirable.
11. Ability to use a multi-line telephone system and complete general reception duties.
12. Knowledge of law enforcement communications center best practices.
13. Knowledge of Wisconsin and Federal criminal statutes and court decisions (case law) governing criminal investigations including interview and interrogation, arrest, search, seizure, civil rights, criminal prosecution, the use of force, electronic surveillance, entrapment, and other areas to ensure that evidence of criminal conduct is legally obtained and sufficient to withstand judicial examination.
14. Knowledge of State and department policies and procedures relating to administration, operations, and personnel, and extensive knowledge of WI State Capitol Police policies and procedure to ensure conformity to applicable policies and guidelines.
15. Knowledge of the Wisconsin criminal justice system, including prosecutorial and judicial functions and extra judicial hearings, such as John Doe and Grand Jury proceedings. Considerable knowledge of similar functions in the Federal criminal justice system.
16. Knowledge of modern overt and covert criminal investigative techniques and tools including interview and interrogation, surveillance, use of informants, analysis of records, collection and preservation of evidence, crime laboratory capabilities, and available outside resources.
17. Knowledge of modern training methods and procedures and implementation of formal law enforcement training programs.
18. Knowledge of local, state, and federal law enforcement and regulatory agencies.
19. Skill in the use of firearms, mobile police radios, motor vehicles, camera equipment, computer recording equipment, computer applications and E-mail, and all Microsoft Office products.
20. Skill in the provision of courtroom testimony, the use of physical force, and in self-defense tactics.
21. Skill in expressing ideas and incidents in a clear, complete, and concise manner, both orally and in writing.
22. Skill in preparation of valid, complete criminal complaints sufficient to support issuance of arrest warrants or search warrants.
23. Skill in analyzing cases for purposes of extracting investigative leads, drawing logical conclusions, and proceeding to next steps of an investigation.
24. Skill in planning and performing covert operations to obtain information and evidence of crime.
25. Ability to supervise police personnel and answer questions in need of immediate attention.
26. Ability to schedule officers to cover all pertinent shifts and assignments.

27. Ability to complete Incident Action Plans.
28. Ability to obtain needed resources in the event of an emergency.

Special Requirements:

- The employee must be Wisconsin LESB certified or certifiable at time of employment.