

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

POLICE SERGEANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future supervisory Police Sergeant positions within the Department of Administration. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are nonprofessional positions located within the Department of Administration that supervise Police Officer(s), and may supervise other comparable titles. Positions in this classification meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition supervisor as defined in s. 111.81 (19), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which meet the definition of professional as defined in Sec. 370.030 of the Wisconsin Human Resources Handbook.
3. Positions which function as a professional supervisor for the majority of the time and are more appropriately classified as a Police Lieutenant.

4. Positions that are **not** located within the Department of Administration.
5. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

Positions at this level function under the general direction of a Police Lieutenant or other comparable title(s). There are three allocation patterns in this classification.

1) Field Sergeant - Positions in this allocation supervise Police Officer(s), and may supervise Police Communications Operator(s), Security Officer(s) or other support staff. These positions arrange schedules, coordinate field operations, maintain liaison with local law enforcement agencies, courts, etc., coordinate criminal investigations and prepare correspondence, operational reports, summaries, and recommendations. They also evaluate the performance of employees and conduct training. These positions may also perform the same tasks as the Police Officer(s) they supervise, but not for a majority of the time.

2) Specialty Sergeant - Positions in this allocation supervise Police Officer(s), and may also supervise Police Communications Operator(s), Security Officer(s) or other support staff. These positions function as the Sergeant in charge of a specialty area, such as court services, records, safety, the Clinical Sciences Center, technical services, or crime prevention. Positions in this allocation pattern function as the Sergeant in charge of a specialty area, such as court services, records, safety, training, emergency management, infrastructure security, continuity of operations, the Medical Complex, technical services, or crime prevention.

3) Courts Protection Sergeant - Positions in this allocation supervise Courts Protection Officers. These positions function as the Sergeant in charge of protection details for the justices of the Wisconsin Supreme Court, circuit/municipal/court of appeals judges, and other dignitaries as assigned by Wisconsin Court System (WCS). They may review and approve advance work plans, assist in coordinating protection efforts with local law enforcement, provide training and evaluate the performance of employees. They may also perform some of the same tasks as the Courts Protection Officers that they supervise, but not for a majority of the time.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was modified effective March 02, 2008 and was announced in Bulletin OSER-0183-MRS/SC to reflect additional classification titles under each allocation and to make general language updates.

This classification was modified effective December 1, 2024, and announced in Bulletin DPM-0634-CC/SC, to add an additional allocation pattern for the Courts Protection Unit.

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