

Effective Date: January 22, 1995

Modified: March 5, 2006

Modified: September 6, 2015

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

STATE PATROL 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 State Patrol Sergeant positions found in the Department of Transportation (DOT), Division of State Patrol. Positions allocated to this classification function in one of the following four working titles: Trooper Field Sergeant, Academy course Director, Division Staff Sergeant, or Inspector Field Sergeant.

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

This professional supervisory position is located within the Department of Transportation, Division of State Patrol. Positions in this classification function in one of the four working titles: Trooper Field Sergeant, Academy Course Director, Division Staff Sergeant, or Inspector Field Sergeant, which either meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats. or the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet either the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., or the statutory definition of confidential, as defined in s. 111.81(7), Wis. Stats. as administered and interpreted by the Wisconsin Employment Relations Commission;
2. Positions that work in the Dignitary Protection Unit and are more appropriately classified as State Patrol Sergeant – DPU.

3. Non-supervisory or non-administrative traffic patrol or motor vehicle/carrier inspection positions;
4. Positions involved in civil and criminal investigations not related to highway safety and preservation and motor carrier enforcement for a majority of the time;
5. Positions involved in supervisory or administrative work in the enforcement of other laws, rules and regulations outside the DOT, Division of State Patrol for a majority of the time;
6. 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

There are four allocation patterns for this classification.

1) Trooper Field Sergeant: Positions function as a uniformed member of the regional management team responsible for the direct supervision, training, evaluation, and development of the sworn law enforcement officers in a Division of State Patrol Work Unit. Assist the Captain and Lieutenants in developing and implementing programs, policies, and procedures related to post, regional and division initiatives and goals. Provide public relations liaison services between law enforcement agencies, various members of the criminal justice system, news media, the public, and the division. Coordinate, develop, and present training programs. Work is performed independently under general supervision and subject to the approval/review of the Captain and Lieutenants.

2) Academy Course Director: Positions are responsible for determining training needs, developing, implementing, administering, presenting, and evaluating training programs. The programs are presented to state, county, local law enforcement officers and support personnel, and non-law enforcement civilian and military students. Supervise, counsel, evaluate, and develop division employees, instructors, and trainees. Coordinate and manage the facilities, financial resources, materials, support personnel in relation to the academy training calendar and unanticipated training needs. Serve as a technical advisor to division administrative personnel, division field operations, other law enforcement and law enforcement related personnel on "training and enforcement related issues.

3) Division Staff Sergeant: Positions function under the general supervision of a Major, Captain or Lieutenant in the central office. Provide technical expertise related to traffic law enforcement, policy analysis, short-range and mid-range program planning, implementation and program performance evaluation. Positions perform a combination of the following functions: prepare budget issue papers; write research reports on national law enforcement topics; forecast future program needs, goals and objectives; coordinate the crash reconstruction program; recommend policy and program improvements; coordinate and monitor assigned planning and research activities; .

4) Inspector Field Sergeant: Positions function as a uniformed member of the division/regional management team responsible for the direct supervision, training, evaluation, and development of the sworn law enforcement officers. Positions are responsible for managing various programs including: Motor Carrier Enforcement, School Bus Inspection, Motor Bus Inspection, Human Service Vehicle Inspection, Motor Carrier Safety Assistance Program (MCSAP), Hazardous Material (HAZMAT) Vehicle Inspection, and the State Patrol Investigations program. Provide public relations liaison services between law enforcement agencies, various members of the criminal justice system, news media, the public, and the division in matters pertaining to any of the above-mentioned programs. Coordinate, develop, and present training programs. Work is performed independently under general supervision and subject to the approval/review of a Captain and/or Lieutenant.

III. QUALIFICATIONS

Other 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 specification was developed in 1995 to describe work being performed within the Department of Transportation, Division of State Patrol. This specification was modified on March 5, 2006 and announced in Bulletin OSER-0089-MRS-SC to reflect an organizational change from Districts to Regions and to address positions providing dignitary security. This classification was again modified in September 2015, and announced in Bulletin DPM-0407-C/SC, to remove the positions performing dignitary security to place them in a new classification title that was created on the same date.

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