

# Promotional Examination Announcement Bulletin

## POLICE SERGEANT

### REQUIREMENTS

Applicants must have served continuously as a sworn member of the City of Milwaukee Police Department for at least seven years or have a combination of experience as a Police Officer and Detective equivalent to seven years immediately prior to February 27, 2020.

Continuous service includes:

- Time spent on military leave or duty disability will count toward the actual years of service requirement.
- Police Officers who have had leaves of absence related to physical disabilities, including maternity leave, sick leave, or education leave or leaves which qualify under the Family and Medical Leave Act.
- A break in service of 30 cumulative days or less for other non-disciplinary reasons.
- A break in service of 4 cumulative days or less for disciplinary reasons will be considered to have continuous service but must have seven years of actual service.

### DUTIES

A Police Sergeant may be assigned to patrol duty, desk duty or other assignments as required.

- Patrol Sergeant supervises and evaluates personnel assigned to patrol duty within a specific area of the city.
- Supervising incidents or special operations.
- Desk Sergeant is responsible for administrative work on an assigned shift.
- Ensure personnel are performing their duties in accordance with the Department's Code of Conduct, policies and procedures.

### OTHER QUALIFICATIONS

The position of Police Sergeant requires the following knowledge, skills, abilities and personal characteristics for successful performance of duties, which will be evaluated in the examination process:

- Knowledge of laws and ordinances; rules and regulations, standard operating procedures and other department procedures;
- Knowledge of supervisory principles and practices; effective law enforcement practices and legal guidelines;
- Ability to read and understand job related materials;
- Ability to command and direct a force of personnel of lesser rank and efficiently enforce discipline;
- Skill and knowledge to abide by and enforce the Department's Code of Conduct;
- Ability to prepare effective written communications;
- Ability to analyze, solve problems, make decisions consistent with the core values of the department and exercise judgment effectively;
- Ability to supervise police officers and other personnel and direct and coordinate their work using effective techniques;
- Ability to interact with others in an effective and ethical manner;
- Ability to communicate clearly and effectively orally and in writing;
- Ability to maintain effective performance under stress; and
- Ability to perform all other essential functions required of a sergeant.

### APPLICATIONS

Applications are available online only at [www.jobaps.com/Mil/jobs/FPC](http://www.jobaps.com/Mil/jobs/FPC). Applications must be submitted by December 16, 2019. The Commission is not responsible for applications not received by the deadline.

### EXAMINATION

The examination will consist of the following components:

Written Test	25%
Oral Exam	35%
Career Review	35%
Seniority	5%
	100%

The Written Technical Knowledge Test is scheduled for **Thursday, February 27, 2020 at 9 a.m. at the American Serb Hall**. Qualified candidates who have submitted an application will receive an email notification with additional information regarding the written test.

Applicants must pass the Written Technical Knowledge Test in order to proceed to the Oral Board Examination and Career Review Board. Those applicants will be notified at a later date of the date, time, place, and nature of the remaining test components. Promotion is contingent upon passing a drug screen test. The eligible list resulting from this examination process will remain in effect for two years unless rescinded or extended by the Board.

A Reading List and Preparation Guide containing information regarding the Written Test will be made available to applicants for promotion to Detective. Both the reading list and preparation guide will be available on the MPD HR Division SharePoint.

*If you will be unavailable for one or more portions of the examination due to military service or training, you must provide written notification to the Fire and Police Commission prior to the examination. Please contact April Nwandu at (414)286-5063, [anwan@milwaukee.gov](mailto:anwan@milwaukee.gov), via fax at (414)286-5050 or in person at City Hall Room 706.*