

PROMOTIONAL EXAMINATION

**POLICE SERGEANT**  
Milwaukee Police Department

**DUTIES:** A Police Sergeant may be assigned to patrol duty, desk duty or other assignment as required. A patrol Sergeant supervises personnel assigned to patrol duty within a specific area of the city. A desk Sergeant is responsible for administrative work on an assigned shift.

**REQUIREMENTS:** Applicants must have served continuously as a City of Milwaukee Police Officer for at least five years immediately preceding the date of the written examination (June 20, 2009).

The following exceptions apply: 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, education leave or leaves which qualify under the Family and Medical Leave Act; a break in service of 30 cumulative days or less for non-disciplinary reasons; or a break in service of 5 cumulative days or less for disciplinary reasons will be considered to have continuous service but must have five years of actual service.

**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:

The knowledge of laws and ordinances; rules and regulations, standard operating procedures and other department procedures; supervisory principles and practices; effective law enforcement practices and legal guidelines; and the ability to apply this knowledge to practical situations.

The ability to read and understand job related materials; prepare effective written communications; analyze, solve problems, make decisions consistent with the values of the department and exercise judgment effectively; supervise police officers and other personnel and direct and coordinate their work using effective techniques and by providing ethical role models; interact with others in an effective manner; communicate clearly and effectively; maintain effective performance under stress; and perform all essential functions required of a sergeant.

**APPLICATION PROCEDURE:** Applications, job announcement bulletins and Study Guides will be available at the following locations: All Police District Stations, Neighborhood Task Force, Training Academy, Personnel Division, Fire and Police Commission Office and the Fire and Police Commission website: [www.milwaukee.gov/fpc](http://www.milwaukee.gov/fpc) beginning Friday, May 22, 2009.

Applications may be filed by regular or inter-departmental mail or in person at the office of the Fire and Police Commission during regular working hours (Monday through Friday, 8:00 a.m. to 4:45 p.m.). Completed applications must be filed no later than Friday, **June 12, 2009, at 4:45 p.m.** The Commission is not responsible for applications not received.

If you will be unavailable for one or more portions of this examination due to military service or training and wish to request an accommodation, you must submit such a request in writing with your application by June 12, 2009.

**EXAMINATION:** The examination will consist of the following components:

Written Job Knowledge Test	29%
Assessment Exercises	66%
Seniority	<u>5%</u>
	100%

The written test is scheduled for **Saturday, June 20, 2009**, at **9:00 a.m.** at the Training Academy in Room 182. Persons who have filed an application should appear for the test without further notice, unless notified otherwise.

Candidates must pass the written job knowledge test in order to proceed to other examination components. Those candidates will be notified 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 will remain in effect for two years unless rescinded or extended by the Board.

**CITY OF MILWAUKEE FIRE AND POLICE COMMISSION**  
City Hall, 200 E. Wells, Room 706, Milwaukee, Wisconsin 53202 - 286-5000  
The City of Milwaukee is an Equal Opportunity Employer