

# Sparta Police Department

Employment Application Packet



Sparta Police Department

711 Pine St.

Sparta, WI 54656

(608) 269-3122

[www.spartawisconsin.org](http://www.spartawisconsin.org)

[facebook.com/spartapdwi](https://facebook.com/spartapdwi)

# **The Sparta Police Department**

The mission of the Sparta Police Department is to work in partnership with our community to enhance safety, protect life and property, and reduce crime.

The Sparta Police Department serves a population of over 10,000 residents, with 22 sworn officers, one evidence custodian, and two administrative assistants. With a location just off Interstate 90, we are a busy, growing community. The Department operates around the clock, typically responding to over 19,000 calls for service per year.

In 2021, the Sparta Police Department moved into a new facility. The new facility includes a large training room, fitness room, evidence packaging room, spacious offices, and updated technology for further expansion.

The Department is involved in various programs and officers have the opportunity to participate in special assignments including the Monroe County Combined Tactical Unit, the School Resource Officer Program, and the Bicycle Patrol Unit. Other opportunities afforded to officers include two K-9 Units and their Decoys, Honor Guard, our Drug Interdiction Team, Traffic Enforcement Teams, Evidence Technician positions, and specialized Detective roles (ICAC, narcotics, etc.).

The Sparta Police Department highly encourages ongoing training for all officers. Probationary officers are assigned to a Field Training Officer for the first sixteen weeks. Probationary officers are sent to numerous trainings such as Interview and Interrogation, Radar training, and Advanced Patrol Tactics/Basic SWAT. Progressive training is also provided throughout an officer's career. Officers who express interest in specialized areas including crime scene processing, drug investigations, firearms, ICAC Investigations, etc. will have every opportunity to explore those paths.

We hope you will consider joining our team. The Sparta Police Department is truly a fantastic place to work and you couldn't ask for better men and women to work alongside!

- Chief Emilee Nottestad

# **Benefits**

## **Salary**

- Starting wage of \$58,035 with an increase to \$63,072 after 1 year of service
- Lateral transfers for working officers, including pay and vacation; starting pay for lateral patrol transfers up to \$30.21/hr. with contract increases in 2023 and 2024
- Earning potential through overtime
- Shift differential pay
- Certified Field Training Officer pay

## **Shifts**

- 12 hour work schedule with every-other Friday, Saturday, and Sunday off

## **Vacation**

- 59.5 hours after 1 year of service, 119 hours after 2 years of service, 178.5 hours after 10 years of service, and 212.5 hours after 25 years of service
- Unlimited compensatory time accrual

## **Holidays**

- 11 paid holidays per year
- 12 hours of floating holiday time off

## **Sick Leave**

- Employees receive 1 day of sick leave per month

## **Medical Insurance**

- Health, life, and dental insurance
- Insurance premiums for single or family coverage is up to 12% of City premium per month
- Cafeteria plan to cover cost of deductible over the course of the year
- Extra coverage available through optional program

## **Uniforms and Uniform Allowance**

- The Department provides initial issue of all uniforms, duty belt, ballistic vest, handgun, and other necessities. After the first year, officers are allowed a \$550 uniform allowance per year. Members of the Combined Tactical Unit are allowed a \$600 uniform allowance per year

## **Retirement**

- A contribution of 6.65% to the State Retirement System is required
- Deferred Compensation is available to employees

## **Other Incentives**

- Strong family atmosphere among the team of officers
- New police department building with space and technology upgrades
- Strong on-boarding of new officers to foster success
- Progressive training throughout career
- On-duty wellness programming
- Liberal tattoo and beard policies
- Technology upgrades including AXON body cameras, AXON Fleet in-car cameras, AXON Capture, digital evidence storage, mobile CAD, and much more

## Qualifications

The following qualifications and standards are established to ensure hiring the best candidates for employment. The minimum requirements are:

- Must be a citizen of the United States and a resident of the State of Wisconsin upon hire
- 18 years of age or older
- Must possess a valid Wisconsin Driver's License
- Must possess a minimum of 60 semester hours/credits from an accredited institution of higher learning
- Ability to possess a firearm
- No felony or domestic abuse convictions
- Good driving record
- Good physical condition
- Good verbal and written communication skills
- Vision correctable to 20/20
- Wisconsin Law Enforcement Standards Board Certification or the ability to attain certification. Applicants that have not yet attended a Basic Police Academy are encouraged to apply as the Sparta Police Department MAY sponsor a successful candidate to attend a Wisconsin Law Enforcement Police Academy
- Law enforcement officers who have served in a similar capacity and are certified/certifiable as a result of taking the Wisconsin Training and Standards Reciprocity Test. For more information about Wisconsin's Reciprocity Test please contact the Wisconsin Department of Training and Standards, (608) 266-8803.

## **Application Selection Process**

Applicants must submit DJ-LE-330 (along with 3 questions), resume, and cover letter.  
Applications for employment may be made to:

EMAIL applications for employment may be sent to:

Administrative Assistant Amanda Revels  
arevels@spartawisconsin.org

Written and faxed applications for employment may be sent to:

Administrative Assistant Amanda Revels  
Sparta Police Department  
711 Pine St.  
Sparta, WI 54656  
Phone: (608) 269-3122  
Fax: (608) 269-2156  
Email: arevels@spartawisconsin.org

Once applications are screened, applicants invited to participate in the hiring process can expect the following comprehensive process:

- A physical fitness test
- An oral interview with members of the Police Department
- An oral interview with the Police Commission
- A comprehensive background investigation
- A psychological and medical examination, to include a drug screen.

All testing is provided at no expense to the applicant; however travel expenses are not reimbursable. Any step in the process may eliminate an applicant. Completion of all steps does not guarantee employment. The Sparta Police Department is committed to conducting a fair and non-biased employment process.

The City of Sparta and its Police Department is an equal opportunity employer.

\*\*\* Please apply early. The Sparta Police Department reserves the right to conduct a hiring process any time there are enough qualified applicants to convene a hiring committee \*\*\*