

# Employment

The Sparta Police Department believes in hiring exceptional candidates who demonstrate our core values: excellence, integrity, and valor. We provide on-going training throughout an officer's career to assist in both personal and professional development. Officers can receive training for specialized roles including Honor Guard, Bike Patrol, School Resource Officer, Evidence Technician, Interdiction Teams, K9 Handler or Decoy, CTU Team Member, Instructor, Supervisor, and various other roles throughout the department.

## Uniformed Officers

Uniformed Officers currently have two shifts: 6:00 am - 6:00 pm and 6:00 pm - 6:00 am, working a rotating schedule. This rotation allows for officers to have every-other Friday, Saturday, and Sunday off. With a population of just over 10,000 people, the Department responds to about 20,000 calls for service annually.

Our Employment Application Packet provides more information on the department and our application process.

## Civilian Staff

Our civilian staff cannot be considered your normal office help. Their dedication, knowledge, commitment, and input play a vital role in the success of our Department. Our Police Specialist and Administrative Assistant work nine hour days; Monday through Friday. The department currently has two part time Office Assistants who assist as needed. Duties include, but are not limited to, records dispersal to other agencies, confidential support to the command staff, points of contact for all communications within the Department, payroll, budgeting, computer maintenance, special projects and other duties as assigned.

Benefits include retirement fund, health/dental/life insurance, deferred comp, education reimbursement, sick leave/10 paid holidays, five days vacation after one year, 10 days vacation after two years, 15 days after five years, 20 days after 13 years, and 25 days after 20 years,

and training opportunities.

## Crossing Guards

Interested persons must be 18 years of age, of good moral character and have the ability to remain outdoors in all types of weather conditions for up to one (1) hour in duration. Starting salary is \$15.00 per hour with work hours from 7:00 to 8:00 am and 2:45 to 3:45 pm every school day.

## Internship

The Sparta Police Department understands that we have the ability to provide a unique learning experience for students interested in the criminal justice field. By providing internship opportunities, our department is able to lead and develop the next generation of law enforcement officers. We believe that it is in the best interest of the students, our department and the criminal justice field to offer exceptional, well-rounded opportunities for students as they pursue a career in law enforcement.

Interns with our department have an opportunity to take part in the following activities:

- Ride-Alongs with Patrol Officers
- Attend Department Meetings and Training
- Assist Front Office Staff
- Squad Inventories
- Equipment Inventories
- Assist Code Enforcement
- Evidence Tracking
- Special Projects
- Attend Tactical Unit Training
- Attend K-9 Tracking/Training
- Citizen's Academy
- Community Events
- Parking Enforcement
- Accident Mapping

Internship applicants must be currently enrolled as a college student studying Criminal Justice or other applicable field, have a minimum 2.5 grade point average, be at least 18 years old, be a U.S. Citizen, hold a valid driver's license, be able to pass a background investigation, and be

of good moral character.

To apply, please print and complete this Internship Application.

Submit resume and application to: Patrol Lieutenant Jenna Lee by email at jlee [at] spartawisconsin.org or by mail/in person at the Sparta Police Department, 711 Pine St, Sparta, WI 54656.

## **Volunteer Police Reserves**

The Sparta Police Department and the City of Sparta benefit from a Police Reserve Program, made up of volunteer reserve officers. Such police reserve officers are trained to assist the Sparta Police Department and the community in times of special events or assignments, natural disasters, emergencies or routine duties. The reserve officers benefit from the program by learning job skills applicable to their area of interest, or simply from the ability to serve their community.

Duties of the volunteer police reserves include:

- The primary duty of police reserve officers shall be to augment and supplement the Police Department patrol force.
- Reserve officers must be able to make good decisions and act under pressure.
- Reserve officers will be required to participate in monthly meetings/ training, participate in scheduled events, and assist with routine police duties or emergencies as needed.

Reserve Officer applicants must be a U.S. Citizen, be at least 18 years old, be a high school graduate or equivalent, have a valid driver's license, be of good moral character, pass a background investigation, and have no felony, domestic abuse, or drug convictions.

Reserve Officers are currently paid \$15 per hour for assisting with some events in the city.

To apply, please print and complete this Police Reserve Application.

Submit application to: Patrol Lieutenant Jenna Lee by email at [jlee \[at\] spartawisconsin.org](mailto:jlee@spartawisconsin.org) or by mail/in person at the Sparta Police Department, 711 Pine St., Sparta, WI 54656.

# Supporting Documents

- Employment Application Packet 2.35 MB
- Civilian Employment Application 616.82 KB
- Crossing Guard Application 616.82 KB
- Internship Application 530.53 KB
- Police Reserve Application 536 KB