



SUN PRAIRIE, WISCONSIN CHIEF OF POLICE



SUN PRAIRIE

revolves around you

SUN PRAIRIE COMMUNITY

Located in northeastern Dane County, the City of Sun Prairie, Wisconsin (2025 estimated population 39,419), is seeking proven and motivated Police leaders as applicants to serve as this community's next Chief of Police. Sun Prairie is one of the fastest growing cities in Wisconsin, with an annual population growth of 700 to 1,000 residents. Located in the Greater Madison metropolitan region, Sun Prairie is the second largest community in Dane County conveniently located next to the City of Madison and the University of Wisconsin-Madison. The Dane County region is consistently regarded near the top of the rankings for livability and quality of life indicators.

Sun Prairie offers an excellent and high-quality of life. It is home to the Cannery Square downtown development, the Sun Prairie business park, one of the most technologically advanced High School's in the nation, an award-winning park system, and one of the fastest growing commercial retail areas in the state. Residents and visitors flock to annual events in Sun Prairie, including Corn Fest, Frozen Fun Prairie, Concerts in the Park during the summer, Juneteenth Day celebration, Price Fest, and the annual multi-cultural fair. Sun Prairie is also the self-proclaimed Groundhog Capital of the World celebrating a Groundhog Day Prognostication event annually in February.

The Sun Prairie Common Council and dedicated city staff strive to provide smart fiscal policies and cutting-edge initiatives. Sun Prairie offers a wide range of housing, excellent public schools, and an abundance of parks. Sun Prairie provides ready access to major highways, rail transportation, local bus transportation including bus-rapid transit and the Dane County Regional Airport.

GUIDING PRINCIPLES

As the City of Sun Prairie experiences rapid population growth, it is continuing to evolve into a more diverse and dynamic organization and community. We not only acknowledge but also wholeheartedly embrace this diversity, seeing it as a source of strength and vitality. Our commitment to advancing equity, honoring our diverse identity, and fostering an inclusive culture serves as the focus of our daily endeavors. We encourage you to review the steps we have taken live out our values and cultivate a community where all are welcome.



ORGANIZATIONAL VALUES

In 2023, the City worked at all levels of the organization to develop our unique, actionable and gusty organizational values, in collaboration with humanworks8. We daily to live out the following organizational values:

SHOW UP STEP UP - Immerse yourself in the City and be all in for our community, excited to serve. Take pride and make an impact.

FIND A WAY - Bring energy and curiosity. Demonstrate commitment as you embrace change. Nothing is impossible - run with it.

COLLABORATIVE HEART - Love the team environment you create. Listen, lead, and nurture connection. Back each other up and address challenges as a team.

GUIDE & GROW - Be an expert and a coach. Let competence inspire confidence. Grow as an individual alongside the City.

SHINE - Be true to yourself. Show respect and compassion for all. Speak and act authentically. Laugh often.



CITY GOVERNANCE & ORGANIZATION

The City operates under a Council-City Administrator form of government. The City Administrator is appointed by the City Council to manage the day-to-day operations of the City and ensures that city services are provided to the citizens efficiently and effectively.

Sun Prairie has an elected part-time Mayor and eight Common Council alders; two elected from each of the four districts that make up the City of Sun Prairie. Our leadership is committed to providing quality city services, being an employer of choice, and creating a thriving community. The city is a diverse, inclusive, and welcoming place to live and work.

The city is a full-service municipal organization providing a wide array of local government services including, public safety, public services, economic development, parks, recreation & forestry, library, and internal support in administrative services and administration. The City of Sun Prairie employs 286 full-time employees, 40 part-time employees, and approximately 600 seasonals and limited-term employees, and has three bargaining units that represent union members in the Police and Fire/EMS department. The City operates with a general fund of approximately \$40 million.

The City of Sun Prairie has been recognized and awarded through many different associations and organizations. Our employees are leaders in local government and make an impact in our community. The recognitions below have been awarded to the City recently.

- Dane County Climate Champion (3rd year in a row)
- Maydm Award: Most Interns Hosted in a Single Year
- GFOA Certificate of Achievement for Excellence in Financial Reporting Award (8th year)
- GFOA Popular Annual Financial Reporting Award (7th year)
- GFOA Distinguished Budget Presentation Award (7th year)
- SolSmart Platinum Designation (2nd in the nation)
- Ranked 14 in Wisconsin in #PeopleforBikes #CityRankings



SUN PRAIRIE DEMOGRAPHICS

(as of July 1, 2023)

Median Age: 37.7

Median Household Income: \$90,384

Median Property Value: \$313,200

- Race:**
- White alone, not Hispanic or Latino – 76.3%
 - Black or African American – 7.7%
 - Asian – 6.8%
 - Two or more races – 5.2%
 - Hispanic or Latino – 4.6%
 - American Indian and Alaska Native – 0.4%
 - Native Hawaiian and Other Pacific Islander – 0.2%



SUN PRAIRIE



SUN PRAIRIE POLICE DEPARTMENT

Our Police Department is actively engaged in the community and strives to foster strong relationships with neighborhoods and businesses. The department's mission is to build relationships and solve problems. These relationships are built through participation in community events, routine patrols, and ongoing interactions with the Sun Prairie residents.

Our Department's vision is to have a community where all can live safely and are empowered to share responsibility for public safety solutions, protected by a Police Department that is trustworthy and offers hope. The department is made up of 63 sworn employees. We recognize employees for their hard work through the City's SHINE recognition program, and by hosting an annual award ceremony in which employees (sworn and civilian) are nominated by their department peers for recognition. The department is led by an Administrative Division, which includes the Chief, Assistant Chief and 4 Lieutenants.

PATROL DIVISION

Under the direction from the Patrol Lieutenant, the patrol division consists of sworn field officers who provide district policing efforts throughout the community.

DISTRICT LIAISON PROGRAM

A team of four officers that report directly to a Community Policing Sergeant, each assigned to a specific patrol district, focuses on neighborhood problem solving, community engagement, crime prevention services, mental health intervention, as well as drug and gang activity. The Special Operations Lieutenant provides oversight.

CANINE PROGRAM

There are two K9 units within the organization. One is assigned to the patrol division, and one is assigned to the district liaison program. The Patrol Lieutenant and Special Operations Lieutenant provide oversight.

DETECTIVE BUREAU

With oversight from the Special Operations Lieutenant, the bureau provides police response and investigation into complicated high-level, time-consuming investigations. The detectives coordinate complex investigative efforts, lead investigative teams, conduct intensive interviews, make complicated legal charging decisions, collect evidence at crime scenes, and work closely with the District Attorney's Office. A civilian evidence officer also reports to the Special Operations Lieutenant within that division.





SCHOOL LIAISON PROGRAM

An extension of our policing philosophy, the School Liaison Program creates a partnership with the school district. Two officers are assigned to the program. One is based out of one of our two High Schools, and one is based out of Central Heights Middle School. Time is spent at the alternative school and lower-level schools respectively. These two officers provide proactive problem-solving and relationship-building in the schools. The Support Services Lieutenant provides oversight.

DISPATCH SERVICES

Led by a civilian supervisor, dispatchers provide 24-hour non-emergency dispatching services for police staff and answering services for citizens wishing to reach the City government. The communications center accomplishes several tasks related to the City's public safety function, including monitoring alarms and cameras, supporting the emergency operations center, and accessing local databases. Staff members are considered problem-solving support staff and maintain a key role in building relationships with community members and delivering quality service. The Support Services Lieutenant provides oversight.

RECORDS DIVISION

Divided between two police facilities, a civilian supervisor leads support staff members responsible for processing police-related records. An eighth unit member is dedicated to county court officer duties. An additional unit member is dedicated to municipal court officer duties. Staff assists with carrying out a variety of tasks, including open records processing, social media management, citizen fingerprinting, license, and permit processing, and staffing a service window at each facility. The Support Services Lieutenant provides oversight.

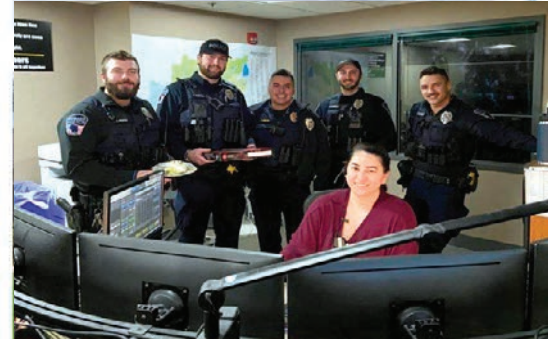
FINANCIAL OVERVIEW

The Sun Prairie Police Department's proposed 2025 budget is approximately \$12 million including the addition of 1 FTE Patrol Officer. Mayor Paul Esser is committed to proposing the addition of one full-time officer annually in his recommended budget. This reflects a strong commitment to community engagement and a progressive policing philosophy. This budget underscores the importance of fostering positive relationships between law enforcement and the community, which is vital for effective policing.

With support from the Mayor's Office and Administration, the department employs a Coordinated Response Specialist to perform professional-level work serving the community by aiding law enforcement with crisis intervention, as well as counseling and referral services to members of the community. Additionally, in 2024 Sun Prairie was selected to be the first Community Alternative Response Emergency Services (CARES) expansion community in Dane County. In partnership with the City of Madison and Dane County starting in 2025, the CARES Team will be responding to calls for service within the corporate boundaries of the City. CARES is designed to serve as an additional available resource for behavioral health emergencies that occur in our community. A cornerstone of the initiative is to ensure that medical and behavioral healthcare is integrated at the onset of crisis intervention, increasing patient satisfaction while diverting people away from emergency rooms and jails.

In 2024, the Professional Standards Lieutenant was added to the Police Department. This position is currently vacant and will be responsible for fostering quality policing services and enhancing public trust within our communities. By prioritizing accountability and transparency, this role will ensure that investigations into personnel matters are conducted thoroughly and impartially, maintaining the integrity of the Department. Additionally, overseeing training and development programs will promote continuous professional growth. By systematically reviewing use of force incidents, pursuits, and squad crashes, this position will help identify areas for improvement and ensure adherence to best practices.





ABOUT THE POSITION

The Chief of Police in the City of Sun Prairie holds a crucial position, overseeing the comprehensive functioning of the Police Department. Under the directive of the City Administrator, this sworn management role has critical responsibilities related to planning, organizing, directing, and coordinating various aspects of the department's operations. The Chief is responsible for following and implementing policy direction set by the City Administrator. This involves understanding and interpreting policies, and effectively communicating them to the department's personnel. By ensuring the adherence to policies, the Chief of Police plays a critical role in maintaining consistency and professionalism within the Police Department.

- Organizes and directs the administration of the services and programs provided by the police department.
- Develops long term objectives designed to maintain the continued protection of life and property in the community.
- Ensures that the department is properly staffed according to established policy and the approved budget.
- Develop and implement trust-based policing practices involving personnel, training, policy, oversight, and outreach activities.

- Maintain positive and productive relationships with a wide variety of external stakeholders and internal staff.
- Reviews the department's annual training programs to ensure that department personnel receive the proper training.
- Recommends the promotion, demotion, dismissal, and other disciplinary action of departmental personnel.
- Recommends the hiring of all civilian personnel in the department.
- Evaluates the performance of immediate subordinates and directs/oversees the performance evaluation of other department personnel.



- Works with residents and citizen groups to resolve community related problems. Develops and maintains a positive police image in the community.
- Provides information and responds to inquiries submitted by the news media.
- Serves as a liaison between the Police and Fire Commission and City Administrator/ Mayor.
- Prepare, present, and implement the annual department budget.



AREAS OF FOCUS

COMMITMENT TO ORGANIZATIONAL VALUES

All city staff is expected to live out the organizational values, and it is important for leadership to display the values in their day-to-day operations. It is important that the next Chief of Police displays and honors our values in their daily work.

CULTURAL COMPETENCE

As Sun Prairie continues to grow, welcoming over 700 new residents each year. The Chief must possess the ability to interact with individuals from various cultural backgrounds in a respectful and effective manner. This skill is vital for fostering trust and collaboration within our community.

VISIONARY & LEADERSHIP

This pivotal role requires a visionary individual who can effectively communicate and implement a shared mission and goals within the department and the community.

COMMITMENT TO GROWTH

As the City of Sun Prairie continues to strive to be a High-Performing Organization (HPO), the incoming Chief must be forward-thinking and proactive in their approach to strategy. By constantly monitoring industry trends, technological advancements, and the evolving needs of our citizens, we can ensure that our strategies remain relevant and effective.

SUPPORTING THE DEPARTMENT'S MISSION: BUILDING RELATIONSHIPS AND SOLVING PROBLEMS

At our organization, we place a strong emphasis on community policing. This approach to law enforcement is not only an important part of our mission but is also an expectation for our Chief of Police. Community policing is a philosophy that focuses on building strong relationships between law enforcement and the community by actively engaging with residents, businesses, and other stakeholders. By working collaboratively, we can address crime and other community issues more effectively.

COLLABORATIVE

The Chief is expected to develop and sustain a welcoming environment through positive working relationships and contributing to the City's executive leadership team, working with internal departments, and external partners to enhance our community.

FINANCIAL MANAGEMENT

In our commitment to serving a growing community, effective financial management is essential for the department. The Chief oversees the department's budget to ensure that resources accurately align with the department's goals and objectives.



MINIMUM QUALIFICATIONS

- Must be or have the ability to become a Law Enforcement Officer by the Wisconsin Law Enforcement Training Standards Board within 6 months of employment.
- Bachelor's degree in police science, business, public administration, or related field (master's degree preferred).
- Five years of progressively responsible supervisory experience in police or military, lieutenant or higher preferred.
- Must report to work outside of normal schedule within 30 minutes, as necessary.
- Must possess or be able to obtain a valid Wisconsin Driver's License.

COMPENSATION & BENEFITS

The City of Sun Prairie has chosen to be an employer of choice. By doing so, we are committed to providing a comprehensive and competitive benefits package. The starting salary range for this position is \$146,696 - \$155,675 and will be determined by experience and qualifications. The maximum of the current pay range is \$168,545, with a 2% increase, if the start date is before April 1, 2025. Health and Dental premiums are fully paid by the City at this time. For more information, please visit the City's [website](#).

The city supports work-life balance by providing paid parental leave (6-weeks), paid caregiver leave (2-weeks), and a focus on physical and mental health through our EAP and employee clinic.

REFERENCES

City of Sun Prairie Website: cityofsunprairie.com

Police Department: cityofsunprairie.com/204/Police

United States Census: [U.S. Census Bureau QuickFacts: Sun Prairie city, Wisconsin](#)



APPLICATION DETAILS

Candidates that would like to apply for this position will be referred to complete an online application at cityofsunprairie.com/jobs. Applicants should attach a cover letter, resume, and at least three professional references. The first review of applications will be December 4th. If you have any questions regarding this hiring process, please contact Human Resources at 608-825-1174.

The City of Sun Prairie is committed to advancing equity, honoring our diverse identity, and creating an inclusive culture. These serve as our guiding principles every day in all that we do. Keep us accountable to this mission and join us in this commitment to a thriving Sun Prairie, as you live, work, and play. If you need an accommodation during the hiring process, please contact Human Resources at 608-825-1174 or HumanResources@cityofsunprairie.com.



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