

# **Village of North Prairie – Employment Opportunity**

## **POSITION: POLICE CHIEF (Working Chief)**

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The Village of North Prairie, Wisconsin is seeking a dedicated, dynamic and community-focused individual to lead our Police Department as the full-time Chief of Police. This is an exceptional opportunity for a law enforcement professional who is committed to small town community engagement. This hands-on leadership position in a small municipal department serves as the chief executive officer of the Police Department and operates as a working chief, providing full administrative leadership and management oversight while also maintaining an active patrol presence.

The Police Chief reports to the Village Board and/or its designees and works collaboratively with the Village Administrator, Village leadership, elected officials, staff, and community partners to ensure effective, ethical, and high-performing police services.

North Prairie is a close-knit community that values public safety, professionalism, transparency, and responsive service.

### **Position Overview**

The Police Chief is responsible for:

- Leading and managing all department operations, personnel, and resources
- Maintaining patrol and response coverage as operational needs require
- Ensuring all reporting requirements are completed
- Establishing clear expectations, accountability standards, and professional culture
- Ensuring constitutional, ethical, and community-oriented policing
- Overseeing hiring, training, discipline, and performance management
- Developing and administering the department budget
- Managing policy development and regulatory compliance
- Serving as public representative and community liaison
- Coordinating emergency management and mutual aid efforts

### **Minimum Qualifications**

- Associates degree or higher in Criminal Justice
- Must be certified by the Wisconsin Law Enforcement Training and Standards Board.
- Six (6) years of continuous law enforcement experience, including supervisory experience.
- Demonstrated leadership, sound judgment, and ethical decision-making.
- Valid driver's license and ability to pass a comprehensive background investigation.
- A proven track record of fostering strong community relationships and practicing small community policing.
- Demonstrated ability to work collaboratively with other law enforcement agencies, government officials, Village leadership and community organizations.
- Experience in media relations, engage with the community and promote departmental goals.
- Strong financial management skills, including budgeting, capital planning, and resource management.

- Excellent written and verbal communication skills, with a history of transparent and effective leadership and management capabilities.

\* A combination of related experience, education, and other key qualifications may be substituted for these requirements at the sole discretion of the Village of North Prairie.

### **Preferred Qualifications**

- Command-level or executive leadership experience.
- Experience in a small or mid-sized municipal department.
- Strong budgeting, administrative, and personnel-management skills.
- Bachelor's degree in criminal justice, public administration, or related field (or equivalent experience).

### **Additional Qualifications**

- **Interpersonal Skills:** An approachable and positive leader who is accessible to residents, business leaders, educators, and other public safety agencies with the ability to effectively represent Village public safety concerns before various committees, state & federal groups and key stakeholders.
- **Commitment to Professional Development:** A dedication to continuous learning, training, and the professional growth of yourself.
- **Integrity:** A reputation for honesty, ethical decision-making, and upholding the highest moral standards.

### **Work Schedule**

This is an exempt position with a standard work week of eight hours per day Monday through Friday. However, this position requires flexibility, and hours can be irregular to accommodate law enforcement activities, emergency response availability, scheduled working patrol shifts, departmental needs, emergencies, and various other Village needs. The Village does request some rotations of nights and weekend shifts.

### **Salary & Benefits**

**Salary:** Salary is competitive and commensurate with qualifications and experience.

**Benefits:** The Village of North Prairie offers a comprehensive benefits package, including:

- Wisconsin Retirement Fund (2026 Village share for Protective Services – 14.70%)
- Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) - \$13,100 for a family plan or \$6,450 for self-only health care plan
- \$25,000 basic life insurance policy paid by the Village (while employed with Village)
- \$25,000 AD&D policy (while employed with Village)
- Short Term Disability Policy, which pays 2/3rds of salary.
- All Federally recognized holidays off
- Paid Time Off
- Aflac (employee paid)

**Application Process**

The selection process includes a resume/application review, phone and in-person interviews with the Village Hiring Committee, a background investigation, a medical examination, and a psychological profile.

**Interested candidates should submit a cover letter, résumé, application form DJ-LE-330 and professional references to no later than 12:00 p.m. on May 4, 2026, to:**

Village of North Prairie  
Attn: Deb Hall  
[deborah.hall@northprairiewi.gov](mailto:deborah.hall@northprairiewi.gov)

and

Village of North Prairie  
Attn: Evelyn Etten  
[clerk@northprairiewi.gov](mailto:clerk@northprairiewi.gov)

A detailed job description is available upon request or can be found on the Village's website at [www.northprairie.net](http://www.northprairie.net).

The Village of North Prairie is an Equal Opportunity Employer.