

Police Sergeant

Position Code: SPD7712A

Status: Open

Closing Date: 10/21/2017

Salary: \$80,388 - \$94,168 Annually

Location: Merced

Background check: Background check, fingerprinting and medical exam may be required

Description:

The University of California, Merced, is the newest of the University of California system's 10 campuses and the first American research university built in the 21st century. With a little more than 7,000 undergraduate and graduate students, UC Merced offers an environment that combines a commitment to diversity, inclusion, collaboration and professional development. With bachelor's, master's and doctoral degree programs, strong research and academic partnerships, and community involvement, the UC Merced campus is continually evolving and requires talented, knowledgeable and dynamic educators, researchers, management and staff.

Ranked among the best public universities in the nation by U.S. News and World Report, UC Merced is uniquely equipped to provide educational opportunities highly qualified students from the San Joaquin Valley and throughout California. The campus enjoys a special connection with nearby Yosemite National Park, is on the cutting edge of sustainability in construction and design, and supports the economic development of Merced and the region.

In Fall 2016, UC Merced broke ground on a \$1.3 billion public-private partnership that is unprecedented in higher education. The Merced 2020 Project will nearly double the physical capacity of the campus by 2020, enhancing academic distinction, student success and research excellence. UC Merced is also building the Downtown Campus Center, a \$33 million, three-story administrative building in the heart of Merced.

The Police Sergeant reports through Police Chain of Command. Provides direct supervision of one or more teams of police officers or other assigned personnel. The police department is a 24 hours a day, 7 days a week operation. Receives assignments in the form of objectives with goals and the process by which to meet goals. Provides direction to staff according to established policies and management guidance. Administers policies and procedures that directly affect subordinate staff. Through the Chain of Command recommends changes to department policies and practices. Identifies risks and responds accordingly. Sets priorities and supervises workflow of police offers and other administrative staff as needed/assigned.

Key Responsibilities:

Directly supervises, trains, assigns, inspects and evaluates a team of police officers and / or other assigned personnel daily and fulfills other duties as described; Delegates responsibilities and balances workload of subordinates as necessary to accomplish unit and department goals; Reviews and approves the work and documents of assigned personnel; Counsels assigned personnel and takes progressive and / or appropriate corrective action when necessary; Recommends employees for commendation and discipline as appropriate; Manages the day to day staffing of shifts/team to ensure compliance with established staffing levels; Approves the vacation and sick times of subordinates; When necessary assist subordinates in prioritizing and completing work assignments to meet deadlines and other staffing levels; Approves reports and other documents by subordinates for thoroughness accuracy, legal compliance with applicable federal and state laws including policies and procedures, when necessary provide instructions/direction in the completion of these documents; Ensures subordinates are in compliance with applicable laws, policies, regulations, and practices of the university/department.

Performs the functions of a Police Officer as needed, including:

- * Uniformed and armed patrol on foot and by vehicle
- * Work patrol shifts as necessary
- * Respond to calls and requests for service
- * Performing pro-active self-initiating activities to mitigate risks to the university and reduce incidents of crime
- * Conduct traffic enforcement and to improve traffic safety and pedestrian safety
- * Respond to alarms and medical incidents
- * Conduct criminal investigations as directed or related to calls for service
- * Make arrests, book arrested individuals, issue citations and comply with legal directives
- * Conducting internal administrative investigations as directed by supervisor
- * Prepare/write police reports and complete all necessary legal documents associated with an assigned incident
- * Testify in legal proceedings
- * Handle evidence and property

May be assigned to serve as the department's representative in:

- * court appearances or other legal proceedings
- * audit reviews/responses
- * committees/boards
- * community organizations

Qualifications:

UCPD EMPLOYEES:

Current Non-probationary UCPD Officers or higher rank sworn classification and hold a minimum of a CA POST Basic certificate. – or

Current probationary UCPD Officers qualify to apply if they have at least five (5) years of California law enforcement experience possessing an intermediate California POST certificate.

OUTSIDE AGENCY APPLICANTS:

Eligible candidates from outside agencies must have experience at the rank of Police Officer or served at the rank of Police Sergeant or higher for at least five (5) years and possess a California POST intermediate certificate.

RECRUITMENT RESTRICTIONS:

If at least 10 current and qualified University of California Police Officers apply for promotion to Police Sergeant, no external candidates may be considered.

ALL APPLICANTS:

- High school diploma or equivalent; A four-year college degree or higher is highly preferred.
- Possess a valid California Driver's License.
- Able to successfully complete the positions required probationary employment period.
- Able to successfully earn the POST Supervisory certificate by completing a POST-certified 80-hour Supervisor course within one year of appointment and serving as a Sergeant for a period of two years.
- Able to successfully complete other training or prerequisites as required by regulation, law or policy.
- Successfully pass a background check, medical screening, and psychological evaluation.
- Is at least 18 years of age and is a US citizen.
- Has no felony conviction or other legal restrictions on the ability to carry firearms or to perform other work responsibilities.
- Able to perform all aspects of the functions of a police officer.
- Firm knowledge of laws, regulations and University policies regarding public safety and law enforcement functions.

- Firm knowledge of modern policing issues, philosophies, practices and trends as applied within the University environment.
- Communicate effectively in person and in writing.
- Utilizes sound judgment and applicable laws and policies.
- Ability to supervise and train staff in the relevant and necessary aspects of their duties.
- Demonstrate skills to operate computers and other relevant or specialized technology including excellent proficiency Microsoft word, excel, and power point.
- Knowledgeable and be proficient in the use of and legal application of firearms and other police weapons, equipment or tools.
- Ability to work rotating shifts in all weather conditions and during extended periods during disaster or civil disorder.
- Able to safely operate motor vehicles and possess a valid California Driver's License.
- Able to credibly represent the police department in an official capacity.
- Able to work at an assigned UC worksites within the UC System.

Additional Preferred Qualifications:

- Possession of a POST Intermediate certificate or higher.
- Good understanding of FEMA ICS 300 and 400.
- Understand and be proficient in RIMS CAD and RMS.

THE PROCESS:

1. Review of applications that meet minimum eligibility requirements will commence October 21, 2017.
2. Eligible applicants will be invited to the written examination. Must receive a qualifying score to move forward in the process).

The references/reading list for the written examination are:

- Schroeder, Donald J., & Lombardo, Frank. Management and Supervision of Law Enforcement Personnel, 4th Edition. LexisNexis Gould Publications, 2002. Chapters: 1, 2, 4, 5, 7-10, 12, 14, 16.
- Adams, Thomas F. Police Field Operations, 7th Edition. Pearson Prentice Hall, 2007. Chapters: 1-3, 6-8, 10-14.
- Hess, Karen M. & Wroblewski, Henry M. For the Record: Report Writing in Law Enforcement, 5th Edition. Innovative Systems, 2002. or Hess, Karen M. & Orthmann, Christine Hess. For the Record: Report Writing in Law Enforcement, 6th Edition. Innovative Systems, 2008.
- California Peace Officers Legal Sourcebook. California Department of Justice.

3. Applicant with a passing score in the written exam will be invited to the oral interview (Law Enforcement & Community Oral Board). The oral board may use the following additional materials in the interview questions:

- Federated University Police Officers Association (FUPOA) contract
- Information found/discussed in the reading assignments for the written exam
- UC Merced Principles of Community and mission of the university
- Information from the UC Merced and UC Merced Police Department website
- National Incident Management System and Incident Command System
- Best practices in law enforcement as it relates to case law, statutory law and guiding policies

4. Successful applicants in the oral panel interviews will be invited to a Police Management Interview:

- This interview may involve one or more members of the department's management staff
- This interview involves a presentation (assignment will be provided to applicant who successful reach this phase of the selection process)

5. Successful applicants in the Management interview will be invited to an interview with the Chief of Police.

6. Candidates who are selected by the Chief of Police will progress onto:

- POST background check
- POST psychological Evaluation
- POST medical evaluation

7. Successful Candidates may be hired upon a final decision of the Chief of Police.

To Apply: <https://jobs.ucmerced.edu/n/staff/position.jsf?positionId=7712>

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.