



CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
invites applications for the position of:

Detective (Corporal)/University Police Department

SALARY:

\$5,152.00 - \$7,951.00 Monthly
\$61,824.00 - \$95,412.00 Annually

OPENING DATE:

03/04/20

CLOSING DATE:

Continuous

OVERVIEW:

Employment Status: Full-time, "non-exempt", probationary appointment.

Work Schedule: Monday- Friday 8:00 a.m. - 5:00 p.m.

First Review Deadline: This position will remain open until filled. Applications will be reviewed beginning March 31, 2020.

Please Note:

Candidates must attach a resume, cover letter and a copy of POST certification to their application.

Written Exam:

Anticipate written exam to be scheduled the week of April 6, 2020.

Testing components will be based on the following information:

- Police Report Language Skills: Legal Spelling and Sentence Ordering
- Criminal Investigation. Orthmann, C.H., and Hess, K. M., Delmar Cengage Learning, 11th Edition (2017)
- California Peace Officer Legal Sourcebook
- Effective Supervisory Practices. ICMA, 5th Edition (2013)

Interviews:

Anticipate interviews to be scheduled the week of April 13, 2020.

Overview of Duties:

Under general direction, the Detective/Corporal performs a variety of general law enforcement duties. Work assignments typically require the incumbent to exercise independent judgment and action. Incumbents typically perform general law enforcement work that includes some or all of the following: patrolling campus buildings and grounds on foot or vehicle; maintaining order; enforcing laws, rules and regulations; apprehending and processing violators; initiating police action; preparing and presenting oral and written reports; providing assistance to campus personnel, students and the public in public safety matters; and serving as the lead or senior member on a campus patrol operation.

TYPICAL ACTIVITIES:

Under the general supervision of the Administrator Sergeant, the Detective/Corporal independently performs the following functions:

- Extensive investigations, case management, general law enforcement, and patrol duties as well as a variety of specialized work assignments.
- As a team leader, the Detective (Corporal) may assist or act as the Watch Commander and/or be responsible for leading a shift and providing direction to officers in the field.
- The incumbent is expected to conduct themselves in a manner which will promote good public relations, that supports and enhances the goals of the Department, and act courteously in both internal and external relations.
- The incumbent is expected to provide quality public service and efficient law enforcement to the community and the University.
- The incumbent will assist other agencies with emergency situations and calls for service, monitor their MDC and radio, acknowledge transmissions when called and keep their status updated. Handle calls appropriately and efficiently, in accordance with Department Policy, guidelines, and the law.
- Identify problems and issues in their area of responsibility and initiate appropriate steps to resolve them by utilizing available resources.
- The incumbent will attend briefings and station meetings, providing information on project status and problem-solving efforts.
- The Incumbent is the CSO coordinator, crime prevention specialist, and/or community relations specialist.
- The incumbent will exchange information with surrounding agencies concerning problems being addressed with the jurisdiction and maintain communication with other resources involved in the problem-solving process, engage in educating the community in crime prevention initiatives and serve as an information resource to students.
- The incumbent is responsible for developing, coordinating, implementing and monitoring the effectiveness of a variety of crime prevention, safety and community relations programs on a continuing basis.
- Additional duties performed include: coordinating and implementing program documents, visual aids, delivering oral presentations in front of public groups and developing bulletins regarding crime prevention events.
- The incumbent will apprehend and arrest violators, appear in court when necessary, provide security for large gatherings, assemblies or other campus activities, and may conduct investigations relative to assigned cases.
- The incumbent may be required to perform additional duties, which enhance the safety and security of the Campus Community.
- Be a member of several internal and external committees, such as CARE, TAT, etc, but not limited to, and attends both internal and external meetings, on a weekly, monthly and/or quarterly bases as assigned.
- The Detective (Corporal) is not ordinarily subject to calls for service, however, they must be available and capable of performing all patrol duties required in the Patrol Officer Performance Standards.
- Others duties as assigned.

MINIMUM QUALIFICATIONS:

This classification is the second level in the Police Series, requiring knowledge and understanding of law enforcement methods and procedures, criminal codes and laws, and investigative techniques and procedures. The Detective/Corporal independently performs general law enforcement and patrol duties and a variety of specialized work assignments.

Education and Experience:

- High school diploma or equivalent and graduation from a Peace Officer Standards and Training (P.O.S.T.) Academy and a Basic Course Certificate.
- Two or more years of active law enforcement experience.

Preferred Qualifications:

- Applicant with a Intermediate Course Post Certificate is preferred.
- Five or more years of patrol experience in a government law enforcement agency (city, state or county) is preferred.

Knowledge, Skills, and Abilities:

- Valid California driver's license.
- Thorough knowledge of current law enforcement methods and procedures.
- Thorough knowledge of current criminal codes and laws.
- Thorough knowledge of effective investigative techniques and procedures.
- Effective oral and written communication skills, including writing clear and comprehensive reports.
- Ability to work independently and make sound judgments.
- Ability to provide effective leadership and direction to field personnel during an assigned shift.
- The Detective/Corporal is required to have a thorough knowledge and understanding of law enforcement methods and procedures, criminal codes and laws, investigative techniques and procedures.

SUPPLEMENTAL INFORMATION:

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter. Visit the Human Resources Conflict of Interest webpage link for additional information: <http://hrd.csusb.edu/conflictInterest.html>

This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment and on a two-year basis thereafter. (Executive Order 1096)

Web Link: <https://www.schooljobs.com/careers/csusb/jobs/2736625/detective-corporal-university-police-department?sort=PostingDate%7CDescending&pagetype=jobOpportunitiesJobs>