

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**invites applications for the position of:**  
**Police Sergeant/University Police Department**

**SALARY:** \$5,668.00 - \$8,750.00 Monthly / \$68,016.00 - \$105,000.00 Annually  
**OPENING DATE:** 08/19/19  
**CLOSING DATE:** Continuous

**OVERVIEW:**

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

**Work Schedule:** To be arranged.

**First Review Deadline:** This position will remain open until filled. Applications will be reviewed beginning September 2, 2019. *Candidates are encouraged to attach a resume and cover letter to their application.*

**Position Summary:**

This classification is the highest level in the Police Series and is a first-line supervisory classification, requiring comprehensive knowledge and understanding of law enforcement methods and procedures, criminal codes and laws, and investigative techniques and procedures. Work assignments include primary supervisory responsibility for a shift, program, unit or task force, and general law enforcement and specialized work assignments performed by other positions in this series.

**TYPICAL ACTIVITIES:**

Under the direction of a commanding officer, the Sergeant is assigned primary responsibility as a working, first line supervisor, in addition to general law enforcement and specialized work assignments performed by Police Officers and Corporals. Work assignments require the use of independent judgment and the ability to provide leadership to others. The Sergeant rank is distinguished from the Corporal by the full-time assignment of supervisory duties, including making work assignments, monitoring and reporting work activities, and providing on the job training and assistance to subordinates. CSUSB places significant importance on Community Partnerships and Community Oriented Problem Solving.

**Supervision:** Supervise assigned sworn and non-sworn personnel, through on scene presence, review and approval of written reports and documents, receiving input from members of the campus community, etc. Communicates directives clearly. Provides full-time supervision responsibility for shift officers. Prepare performance evaluations. Conduct 1:1 and shift meetings. Function as on-duty Watch Commander, responsible for oversight of all departmental field activities during an assigned shift.

**General Law Enforcement:** Enforce University policies, laws, rules and regulations; investigate criminal and other incidents; make arrests; conduct interviews;

transport prisoners; testify in court proceedings as required. Patrol the campus and surrounding areas on foot or using motor vehicles. Investigate traffic collisions and other problems; issue citations; provide safety escorts; respond to radio calls and other duties as assigned. Write reports to accurately describe events timely, accurately, concisely and legibly; draft diagrams of locations or scenes. Respond to situations involving illness or injury; provide first aid or emergency medical care or assessment at the level of training provided the employee. Stay abreast of new trends and innovations in the field of law enforcement.

**Training:** Provide training to officers and oversee training conducted by others. This includes general oversight of Field Trainees on an assigned shift, and coordination with Field Training Officers involved. Conduct roll-call training at beginning of each shift. Is cognizant of and demonstrates appropriate safety guidelines and conducts safety training. Monitor workplace conditions for safety hazards.

**Administrative:** Various departmental assignments, including planning and scheduling, assignments to represent the department at meetings, on committees and task forces. Utilizes resources to develop administrative reports and operational plans. Efficiently organizes, prioritizes and manages daily work activities, tasks, and special assignments.

**Miscellaneous:** Provides other safety and security related services required to ensure the safety of the university and the campus community. Support the campus emergency plan; support other intra and interdepartmental units and divisions.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge and Abilities:**

- Valid California driver's license.
- Working knowledge of the Police Officer Bill of Rights and is able to qualify decisions/recommendations and follow the procedure based on current legal statutes.
- Comprehensive knowledge of current law enforcement methods, procedures, current criminal codes, and laws.
- Ability to analyze stressful situations under minimal to no supervision.
- Ability to successfully make decisions and implements strategies under emergency conditions.
- Comprehensive 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, training, and direction to assigned personnel.
- Ability to supervise and evaluate employees effectively.

- Ability to assist in developing department policies and procedures.

**Education and Experience:**

- High school diploma or equivalent and graduation from a Peace Officer Standards and Training (P.O.S.T.) academy and a P.O.S.T. Basic Certificate are required in addition to three (3) or more years of active law enforcement experience.
- A Bachelor's Degree from an accredited institution with coursework in Criminal Justice, Police Science or related field.

**The successful candidate will have:**

- Possession of a P.O.S.T Intermediate Certificate. Advanced P.O.S.T is highly desirable.
- Possession of a P.O.S.T. Supervisory Certificate or the ability to obtain within (2) years of appointment.
- Minimum (2) years of prior supervisory experience in the form of formal supervisor position, team leader, or acting supervisory roles is preferred.

**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: <https://www.csusb.edu/human-resources/current-employees/employee-relations/conflict-interest>

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)