March 28, 2016

Chief Margo Bennett  
Chief Matt Carmichael  
Chief Jorge Cisneros  
Chief James Herren  
Chief Albert Vasquez  
Chief Michael Lane  
Chief Dave Rose  
Chief Mike Denson  
Chief Dustin Olsen  

UC Berkeley  
UC Davis  
UC Irvine  
UC Los Angeles  
UC Merced  
UC Riverside  
UC San Diego  
UC San Francisco  
UC Santa Barbara

Announcement for  
POLICE SERGEANT  
Promotional Examination  
Job Announcement # 1606309

Hourly Salary Range: $45.25 - $54.79

The University of California Police Department, Santa Cruz (UCPD) is in the recruitment process to establish an eligibility list to fill future vacancies at the rank of Sergeant of Police. Please post this letter and notify your personnel of this recruitment.

The Department is committed to Community-Oriented Policing, a customer service approach to service delivery, and an awareness of and appreciation for the diversity of the campus community. The Department takes pride in its organizational values, which include treating each other and the public with dignity and respect.

Sergeant’s Duties

The Police Sergeant will supervise department employees engaged in patrol, traffic, criminal investigations, crime prevention, outreach, training and development, recruitment and hiring, and other department activities.

A Police Sergeant will plan work schedules and patrol/investigative strategies, advise and train employees, facilitate clear and positive communication between subordinates and management, inspect and evaluate the
work of employees, prepare and deliver employee performance evaluations, perform administrative duties, supervise and direct operations in the field and unit resources and other duties as required or assigned.

The Police Sergeant will be called upon to give presentations to our campus community, sit on committees involving the campus, city or county, work dignitary protection details, conduct Internal Affairs Investigations and supervise major campus events or incidents. (See Job Description for further details)

**Minimum Qualifications**

- **UC EMPLOYEES:**
  - Current Non-probationary UCPD Officer or higher rank sworn classification and have three (3) or more years of UCPD service and must possess an intermediate California POST certificate.
  - Current probationary UCPD Officers with at least five (5) years of California law enforcement experience possessing an intermediate California POST certificate may test.

- **OUTSIDE AGENCY APPLICANTS:**
  - Eligible candidates from outsides 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. Eligible outside candidates must possess current California POST intermediate certificate.

*Candidates are not eligible to apply if they have been medically retired in a sworn classification from any public safety agency.*

All qualifications must be met by the **final filing date, 5:00 p.m., Friday, April 15, 2016**

(NOTE: All applicants must apply for the position via the UC Santa Cruz online employment website and must participate in the written examination. Additionally, if at least 10 current and qualified University of California Police Officers apply for promotion to Police Sergeant, no external candidates may be considered.

For additional qualifications, see job description at [https://jobs.ucsc.edu](https://jobs.ucsc.edu).

**Ideal qualifications**

The ideal candidate will have demonstrated a detailed and fundamental knowledge of modern police methods, practices and techniques with particular emphasis on the university environment; skills in working as part of a
diverse team; ability to motivate others to effectively achieve department goals and objectives; ability to establish and maintain cooperative working relationships with department members, neighboring agencies, and the campus community; possesses excellent interpersonal skills and organizational skills; the ability to effectively communicate, orally and in writing to all levels of the organization; knowledge of relevant university-wide police policies and procedures; a strong commitment to cultural, gender and racial diversity, professional ethics and integrity, and understanding of and commitment to community-oriented policing, a self-starting and self-motivated work ethic, and a reliable attendance record.

Application process

Each candidate must apply for this position via the UC Santa Cruz online employment website by the final filing date of 5:00 p.m., Friday, April 15, 2016. The job number for this position is 1606309 and the job title is “Police Sergeant.” To apply for this position, go to https://jobs.ucsc.edu and type 1606309 in the “Search by Job Number” box and hit enter.

Once the position description opens, please review the qualifications section of the Police Sergeant job. Click on the “Apply for this position” link when you are ready to submit an application.

Promotional process

The 2016 Police Sergeant promotional process will consist of seven components:

- Review of minimum qualifications for eligibility
- Personal History Questionnaire
- Written examination (Must receive a qualifying score to move forward in the process)
- Practical exercise (Responses used during oral boards)
- Law Enforcement/Community Oral Boards
- Police Executive Oral Board (Final candidates must be approved by the Chief of Police)
- Chief’s interview and selection/placement on the eligibility list (Background process, if applicable)

Instructions for completing the practical exercise will be provided to the candidates that pass the written examination. The practical exercise will be completed following the written examination and the candidates’ responses will be used during their UC Santa Cruz Police oral board. If a candidate fails to obtain a passing score (70%) on any component of the promotional process or fails to meet a submission deadline, the candidate will be disqualified. Disqualified candidates will not be allowed to participate in the remaining components of this promotional process.
The written examination will consist of at least 125 questions based on a standardized promotional test format provided by a contracted human resources service provider. The source list for this test is listed below.

The top ten candidates, or those candidates who receive a 70% score or higher on the written examination (whichever group is larger), will be invited to participate in the subsequent promotional examinations components.

The Oral Board panels will consist of structured interviews. The Law Enforcement & Community Oral Board panel members may include key community member(s), UCPD personnel, and other law enforcement professionals. The Police Executive Oral Board members may include the department’s Executive Staff, as well as UC System-wide Police Department Managers.

**Written Examination Source list**

The Police Sergeant written examination is divided into content areas as follows:

1. PROBLEM SOLVING, DECISION MAKING, AND PLANNING
2. SUPERVISION
3. FIELD OPERATIONS
4. LEGAL PRINCIPLES
5. WRITTEN COMMUNICATION
6. GENERAL LAW ENFORCEMENT PRINCIPLES – CA

The references for the written examination include:

5. California Peace Officers Legal Sourcebook. California Department of Justice

**Oral boards**

The oral boards may use the following additional materials in the interview questions:

1. Federated University Police Officers Association (FUPOA) contract
2. UC Santa Cruz Police Department mission, values and values statement
POLICE DEPARTMENT
1156 High Street
Santa Cruz, CA 96064
831.459.2231
police.ucsc.edu

3. Discussion and review of each candidates’ previous work record and performance

4. *The Power of Habit: Why We Do What We Do in Life and Business* by Charles Duhigg

This component of the promotional process will also consist of structured interview questions, including operational scenarios. The UCPD Oral Board may examine the candidates’ abilities in the following areas:

1. Supervision principles
2. Administrative procedures
3. Problem solving and decision-making
4. Interpersonal skills and public relations
5. Oral and written communications
6. Community involvement and awareness
7. Interest and motivation

**Qualified candidates’ list and selection**

The candidates’ final score (ranking) will be based on his/her overall performance. A ranked list will be established and used exclusively for the UC Santa Cruz Police Department promotion/appointment to the rank of sergeant. The list is intended to remain active for six months from the date of posting and may be extended up to an additional six months.

As vacant positions become available, the most qualified candidates and current UCPD sergeant applicants interested in lateral transfer from other UC campuses may be invited to participate in a final selection interview with the Chief of Police.

**Note:** POST Standards require an oral interview by the department head or representative(s), and a measure of reading and writing ability. In addition, external candidates and candidates from other UC campuses selected to continue in the process must be thoroughly investigated to make sure that the applicant is of good moral character [Government Code 1031(d)] and be free of any physical, emotional, or mental conditions that might adversely affect the exercise of the powers of a peace officer [GC§1031(f)] so that nothing in his/her background is inconsistent with performing peace officer duties. The background investigation is also conducted to ensure that the applicant meets the minimum selection requirements of Commission Regulation 1953 and Government Code Section 1031. In addition to these minimum standards, the applicant will be subjected to an identity/fingerprint check and criminal history check; Felony convictions or certain misdemeanor convictions that are disqualifying per California Government Code sections 1029, 1030, 1031 (c), California Penal Code section 29805, and 18 USC 922 (d) (9); physical ability testing, drug screening, medical screening,
Psychological testing, treadmill stress test, and may be subject to a deception detection examination such as a polygraph or voice stress test, and/or a pre-offer personality test.

Probationary period

Internal non-probationary UC Police Officer candidates promoted to Police Sergeant shall serve a six-month probationary period in the new class, exclusive of time on paid or unpaid leave. The probationary period shall be completed following six months of continuous service at 50 percent time or more without a break in service.

Internal probationary UC Police Officer candidates must serve a one-year probationary period in the new class, exclusive of time on paid or unpaid leave. The probationary period shall be completed following 12 months of continuous service at 50 percent time or more without a break in service.

External candidates (if applicable) appointed to Police Sergeant shall serve a 12-month probationary period, exclusive of time on paid or unpaid leave. The probationary period shall be completed following 12 months of continuous service at 50 percent time or more without a break in service.

Promotional Process

March 21, 2016 Promotional process begins. Interested candidates must submit their application online as outlined in the “Application process” section.

April 15, 2016 Minimally qualified candidates will be invited to complete a Personal History Questionnaire. Those that pass the questionnaire review will be invited to the written examination.

May/June 2016 (TBD) Written examination administered at the UC Santa Cruz Police Department at 9:00 a.m. The written exam will begin at 9:30 a.m. and will conclude 12:30 p.m. The Scantron answer forms will be scored within 48 hours following the
Bring a valid photo ID with you to the written examination.

June 2016 (TBD)  Law Enforcement / Community Oral Board Interviews (Those invited to the Oral Board will be provided information as to how to complete the practical exercise)

June 2016 (TBD)  Police Executive Oral Board Interviews

July 2016 (TBD)  Posting of the Eligibility List (if applicable)

July 2016 (TBD)  Police Sergeant Promotional Announcement (if applicable)

Significant advance notice of the dates and times for each examination component will be provided to the candidates. Candidates are encouraged to resolve any schedule conflicts, including court, to ensure their availability for all testing and interview dates.

General questions concerning the promotional examination process, strictly exclusive of the examination contents may be directed to Business Manager Jimmie Wise or Lieutenant Glenn Harper at 831.459.2231 ext. 1.

Nader Oweis
Chief of Police
UC Santa Cruz Police Department