Announcement for
POLICE SERGEANT
Promotional Examination
Internal Search

Hourly Salary Range:
Step 1.0 $54.26 - $113,294.88 to Step 2.0 $57.00 - $119,016.00
Plus possible Certificate Pay and Shift Differential

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.

In accordance with Personnel Policies for Staff Members (PPSM 20) Recruitment and Promotion, this process will be conducted through an internal search, a competitive recruitment for career positions where only internal candidates to the UC system are eligible to apply for the vacant positions.
POLICE DEPARTMENT

1156 High Street
Santa Cruz, CA 96064
831.459.2231
police.ucsc.edu

**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.

All qualifications must be met by the **final filing date, 5:00 p.m., Sunday, July 26, 2020**

(NOTE: All applicants must apply for the position via the UC Santa Cruz online employment website and must participate in the written examination.

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,
POLICE DEPARTMENT
1156 High Street
Santa Cruz, CA 96064
831.459.2231
police.ucsc.edu

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., Sunday, July 26, 2020.** The job number for this position is **8672** and the job title is “Police Sergeant Supv 2.” To apply for this position, go to [https://jobs.ucsc.edu](https://jobs.ucsc.edu) and type 8672 in the “Keywords” search box at the top of the page and hit enter.

Once the position description opens, please review the qualifications section of the Police Sergeant Supv 2 job. Click on the “Apply” button at the bottom of the page when you are ready to submit an application.

**Promotional process**

The 2020 Sergeant of Police promotional process will consist of seven components:

- Review of minimum qualifications for eligibility
- Personal History Questionnaire
- Practical exercise (Responses will be submitted prior to 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 review of minimum qualifications and the Personal History Questionnaire. The *practical exercise* will be completed prior to the interview and may be used during the oral board interview process.

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. Given the current shelter in place orders, these interviews may be conducted via Zoom or other conferencing application.

**Oral boards**

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

1. Federated University Police Officers Association (FUPOA) contract
POLICE DEPARTMENT

1156 High Street
Santa Cruz, CA 96064
831.459.2231
police.ucsc.edu

2. UC Santa Cruz Police Department mission, vision and values statement
3. Discussion and review of each candidates’ previous work record and performance

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

**Required reading**

Candidates are encouraged to read and become familiar with the following:

2. Agreement for the Police Officers Unit (PA) between the University of California and the Federated University Police Officers Association (FUPOA)
3. California Peace Officer’s Bill of Rights
4. UC Santa Cruz Police Department General Orders
5. Law Enforcement Code of Ethics

**Qualified candidates’ list and selection**

The candidates’ final score (ranking) will be based on their 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 of Police. 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, 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 their 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.

**Promotional Process**

- **June 26, 2020**
  Promotional process begins. Interested candidates must submit their application online as outlined in the “Application process” section.

- **July 27, 2020**
  Minimally qualified candidates will be invited to complete a Personal History Questionnaire. Those that pass the questionnaire review will be invited to complete the practical exercise and will be scheduled an interview.

- **Week of August 10, 2020**
  Law Enforcement / Community Oral Board Interviews (Those invited to the Oral Board will be provided information as to how to complete the practical exercise)

- **Week of August 17, 2020**
  Police Executive Oral Board Interviews

- **August 24, 2020**
  Police Sergeant Promotional Announcement (if applicable)

Significant advance notice of the dates and times for each section of the promotional process 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. Changes to the above schedule may be made with approval from the Chief of Police.
POLICE DEPARTMENT
1156 High Street
Santa Cruz, CA 96064
831.459.2231
police.ucsc.edu

General questions concerning the promotional examination process, strictly exclusive of the examination contents may be directed to Administrative Manager Shannon Mahoney or Lieutenant Mary Garcia at 831.459.2231 ext. 1.

Nader Oweis
Chief of Police
UC Santa Cruz Police Department