Job Opportunities
University of the District of Columbia (UDC)

Position: Supervisory Police Officer (Lieutenant)  Announcement
Salary Range: AD-083 08/01-05 $44,190 - $50,966
Per Annum  Date: 08-03-05
Location: Van Ness Campus  Number: 05-65
Areas of Consideration: Nation-wide  Closing Date: Open Until Filled
Responsible to: Deputy Chief
Vice President, Public Safety and
Emergency Management

Brief Description of Duties

Maintains responsibility and accountability for all shift activity occurring during his/her respective tour of duty, to include (but not limited to) the following: criminal and non-criminal calls for service, interviews and investigations, case activity and reports, administrative reports and required paperwork; equipment issuance, parking operations, monitoring special details, personnel deployment and notifications.

Performs essential (shift) administrative duties and other tasks associated with police operations and personnel management, to include (but not limited to) the following: conducts roll call, delegates daily assignments and personnel deployment, completes various shift reports and associated paperwork, reviews, revises and approves all reports and paperwork generated by the shift, receives, reviews and tracks time, attendance and leave requests submitted by respective personnel, plans and coordinates leave (in coordination with the police supervisory Captain) to ensure adequate staffing levels at all times.

Maintains immediate and constant accessibility to shift personnel, working closely with the assistant shift supervisor to ensure that directives, policies and procedures are communicated effectively and executed according to established protocol.

Maintains and applies working knowledge of police operations, including local, state, and federal regulatory guidelines and mandates, and University policies and procedures; responsible for monitoring and enforcing same.

(see reverse side)

University of the District of Columbia is an equal opportunity employer
Conducts timely and appropriate (oral and written) job performance counseling and coaching with all respective personnel. Essential duties include (but not limited to) the following: prepares performance appraisals, engages personnel in goal setting as it relates to job performance, makes recommendations for disciplinary action (as appropriate), identifies performance deficiencies and appropriate corrective actions, and actively works with personnel in achieving maximum performance levels.

**Qualifications Required**

A Bachelor's degree in Police Science or a comparable degree related to the type work of the position or graduation from high school and one year of specialized experience as described above is required. The one-year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that provided knowledge of a body of basic laws and regulations for law enforcement operations, practices and techniques and involved responsibility for maintaining order and protecting life. In addition, applicant must have successfully completed a Federal, State, county, or municipal police academy or comparable training course that included at least 40 classroom hours of instruction in police department procedures and methods, and local law and regulations. Applicant must be able to obtain and maintain Special Police Officer (SPO) status through the District of Columbia and meet the prescribed requirements and qualifications associated with SPO status (to include firearms). Applicant must possess and maintain a valid driver's license, prior to employment. Must be able to obtain a valid District of Columbia Government driver's permit for driving D.C. government vehicles. Applicants must be 21 years of age at time of application (must provide proof of age with application materials) and be a citizen of the United States.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit UDC Application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008