**Position:** Supervisory Police Officer (Sergeant)  

**Salary Range:** AD-083 09/01-06 $37,052 - $44,207 Per Annum

**Location:** Van Ness Campus

**Areas of Consideration:** Nation-wide

**Responsible to:** Supervisory Police Officer (Lieutenant)  
Office of Campus Police  
Vice President, Public Safety and Emergency Management

**Announcement Number:** 06-52  
**Date:** 07-19-2006  
**Closing Date:** Open Until Filled

---

**Brief Description of Duties**

In the absence of the shift supervisor (Lieutenant), incumbent maintains responsibility and accountability for all shift activities occurring during his or her tour of duty, to include, but not limited to the following: criminal and non-criminal calls for service, interviews and investigations, delegation of assignments, compilation of essential supervisory reports, reviewing and approving reports generated by the shift, equipment issuance, police and parking operations, and monitoring and staffing special events.

Assist with (shift) administrative duties, as delegated by the shift Supervisory Police Lieutenant. Assume essential (shift) administrative duties in the absence of the Supervisory Police Lieutenant, to include conducting roll call, completing administrative (shift) reports, and other duties as assigned.

Assist in maintaining and applying working knowledge of police operations, including Local, State and Federal regulatory guidelines and mandates, and University policies and procedures.

Assist with conducting timely and appropriate oral or written counseling and coaching of respective personnel, to include, but not limited to the following: preparing performance appraisals, engaging personnel in goal setting as it relates to job performance and making recommendations for disciplinary action as appropriate.

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

*(see reverse side)*
Qualifications Required

A Bachelor's degree in Police Science or a comparable degree program related to the work of the position as described above or a high school diploma or equivalent and three years of specialized experience including two years of supervisory experience. 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 throughout employment. Applicant 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, 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, marital 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 of the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008