# Job Opportunities

**University of the District of Columbia (UDC)**

**Position:** Supervisory Police Officer (Sergeant)  
**Salary Range:** AD-083 09/01-08 $37,052 - $47,059 Per Annum  
**Date:** 12-23-04  
**Location:** Van Ness Campus  
**Number:** 04-48  
**Closing Date:** Open Until Filled

**Areas of Consideration:** District-wide

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

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**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. Responsible for monitoring enforcing same.

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

*(see reverse side)*
Qualifications Required

A Bachelor's degree in Police Science or a comparable degree program related to the type work of the position as described above or one year of specialized experience and be a high school graduate or posses a GED 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, 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. JoAnn Harris  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-8  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008