



VACANCY ANNOUNCEMENT

SERGEANT – JOB ID 8705

ABOUT THE DEPARTMENT: The CSUN Department of Police Services (DPS) is an International Association of Campus Law Enforcement Administrators (IACLEA) Accredited, full-service law enforcement agency. Per the CA Penal Code (830.2), CSUN DPS police officers are granted statewide peace officer and arrest authority. CSUN DPS serves the CSUN campus community. The CSUN DPS provides service based on the philosophy of community policing which emphasizes building relationships and partnerships with the campus and surrounding community to facilitate successful problem solving to address the quality of life issues identified by the campus community.

MAJOR DUTIES: Under the direction of the Watch Commander, the Sergeant serves as shift supervisor and is assigned primary responsibility as a working, first line supervisor. The incumbent is responsible for supervising sworn personnel who perform basic patrol functions; ensures that police officers strictly adhere to the Mission, Vision and Value statements for the department and professional standards as outlined in the law enforcement accreditation program; develops and presents directed patrol plans that reflect organizational goals and needs; responds to all emergency situations including medical and mental health emergencies, hazmat and fire situations, arrests, critical incidents and persons of concern, and serious crimes; coordinates support for other responding units; attends training courses, seminars, and workshops as directed; is expected to be fully versed in the Department's community policing philosophies, as well as basic law enforcement and ICS (Incident Command System) principals in order to effectively lead their personnel; is responsible for holding police officers under their supervision accountable for all laws and policies and procedures of the Department as well as command staff notifications; makes assignments; develops and implements directed patrol plans that include multi-dimensional patrol methods (e.g., foot, bicycle, motorcycle, Trikke, and vehicle). Is responsible for presenting briefings and training material; approves reports and correspondence; oversees traffic enforcement, parking citations, and arrests; provides critical-incident oversight by taking charge at the scene of major crimes, fires, chemical hazards and other incidents relating to public safety; provides input for policy practices and procedures; encourages and oversees a variety of community-policing initiatives including, but not limited to, SARA projects, Coffee-with-a-Cop events, community policing functions, public tabling events, and crime-prevention presentations; and performs other duties as assigned.

QUALIFICATIONS: Equivalent to three years of active law enforcement experience, preferably in a sworn capacity, which would provide reasonable expectation of success in this class. Ability to satisfactorily meet the current employment standards of the Commission on Peace Officer Standards and Training (POST) and CSUN Minimum Standards of Employment and Training; must be free of any felony convictions; have good moral character; be a high school graduate or equivalent; meet pre-employment requirements including physical exam, psychological exam, drug test, and pass a comprehensive POST background investigation. Associate's or Bachelor's degree preferred. California POST Advanced certificate required; Supervisory certificate preferred.

KNOWLEDGE, SKILLS & ABILITIES: Thorough knowledge of law enforcement, emergency response, public safety, security methods, and criminal and special/sensitive investigations used in maintaining public safety. Comprehensive knowledge of: current law enforcement methods and procedures; current criminal codes and laws including federal and state higher education law (i.e. Clery, VAWA, Title IX); and effective investigative techniques and procedures. Ability and specialized skills to: work independently and make sound judgments; provide effective leadership, training and direction to assigned personnel; supervise and evaluate employees effectively; and assist in developing department policies and procedures; learn quickly and apply specific campus rules and regulations; relate to and gain the confidence and the cooperation of members of the academic community; deal tactfully and effectively with a wide range of people; act calmly and rationally in emergency situations; establish and maintain cooperative working relationships with others; and assist in the administration of a public safety program in a fair and objective manner; effective oral and written communication skills, including writing clear and comprehensive reports.

Additional qualifications include successful completion of POST Certified Supervisory Training Course or ability to qualify for and complete the course within the two years of appointment, and the required POST investigator course certificates, or equivalent, within two years of assignment. Completion of First Aid and CPR Certificate and Defensive Driving Course is preferred.

PAY & BENEFITS: The University offers an excellent benefits package.

The salary range for this classification is: \$5668- \$8750 per month.

The *anticipated HIRING RANGE*: \$5668- \$8359, dependent upon qualifications and experience.

This is a Regular position with a one-year probationary period.

Hours: Full Time; Shift rotates and includes evenings and/or weekends.

CANRA: The person holding this position will be considered a 'general reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

CONFLICT OF INTEREST: This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

APPLY ONLINE HERE: www.csun.edu/careers

EQUAL EMPLOYMENT OPPORTUNITY: CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in CSU Executive Order 1096. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services at (818) 677- 2101.