

DAVIS POLICE DEPARTMENT
Specialized Assignments
Professional Standards Sergeant

Duties of Supervisor

Responsible for: providing support and assistance to the Administration, including conducting internal affairs investigations, and personnel complaints; developing and reviewing policies; assisting with technology projects; assist with the recruiting and hiring of department employees; and help with developing and implementing on-going training.

Duration of Assignment

The length of this assignment is generally 2 - 3 years.

Minimum Requirements

1. Demonstrated ability to write clear, concise, timely, and detailed police reports.
2. A willingness to work various shifts, including a flexible work schedule, and work "on-call" during off-duty hours, including weekends and holidays.
3. Have demonstrated organizational and time management skills.

Application Process

Upon notice of vacancy, qualified sergeants may submit a letter of interest to Professional Standards; which includes time in law enforcement, previous specialty assignments, a statement that they meet the minimum requirements for the positions, and any special knowledge or skills possessed which should be considered.

Selection will then be made using the following process:

1. A selection committee will convene to evaluate candidates who apply for the position.
2. Selection committee members will include; the Professional Standards Lieutenant and the Deputy Police Chief. The selection committee may interview candidates for this position.
3. Committee members will minimally use the following criteria as a guide in determining the most appropriate candidate:
 - Personal and professional qualifications.
 - Performance evaluations.
 - Disciplinary history.
 - Special skills relevant to the position sought.

- Length of service in present position.
 - Prior specialized experience.
4. The committee will recommend one person to the Police Chief, or their designee, for selection. The Police Chief, or their designee, may select the recommended candidate or not. If the recommended candidate is not selected, the committee will make a second recommendation from the list of remaining candidates. This process may be repeated until a candidate is selected for appointment.

Professional Standards Sergeant

Required prior to assignment

1. POST Supervisory Course- CCN 0040 - 80 hrs

Required within one year of assignment

1. POST Internal Affairs Investigation- CCN 32100 - 24-40 hrs
2. POST –CPOA Officer Involved Shooting Supervisory/Mgmt Responsibility – CCN 10780- 16 hrs
3. POST-CPOA Pitchess Motion – CCN 9100-30640 - 8 hrs

Recommended during assignment

1. POST-PORAC Internal Affairs/Discipline- CCN 32120- 16 hrs
2. POST-CPOA Legal Update/Personnel- CNN 9100-10370- 16 hrs