



Pre-Application Notice of Pending Recruitment for POLICE LIEUTENANT - MCNEESE STATE POLICE



Applications accepted October 24 through November 11, 2016

McNeese State University Police
www.mcneese.edu/police
337-475-5711

THE UNIVERSITY COMMUNITY

McNeese State University (a member of the University of Louisiana System), is located in Lake Charles (LA). With a Parish Population of nearly 200,000, and a city population of 85,000, Lake Charles is the State's 8th largest city. It is also home to a growing petro-chemical industry that includes over \$200 billion in new mostly Liquid Natural Gas (LNG) plants.



McNeese has a student population of 8,200 that includes 1,000 dorm residents. There are 800 full-time and part-time employees. Over 200,000 visitors attend university events annually. The main campus is located in Lake Charles (LA) and is an urban commuter university. Additional branch campuses include a farm in Lake Charles and satellite campuses in Lacassine (LA), Kenner (LA) and on the Fort Polk Army Base.

You can download a descriptive annual report about the McNeese Police at:

http://www.mcneese.edu/police/annual_update_report

THE UNIVERSITY POLICE

In Louisiana, University Police are a state law enforcement agency. All Officers are POST Certified with full police power on university property and facilities as well as when conducting off campus investigations and other duties. The University Police have additional policing powers off-campus granted to them through inter-local agreements with the Lake Charles Police Department. University police officers are commissioned through the Louisiana State Police.

Unlike traditional policing and law enforcement, university policing also has a mentoring and guardian responsibility. Our agency provides:

- ◆ **Internship opportunities** to students..
- ◆ The **Student Officer Program** is a partnership with the Criminal Justice Program for Junior and Senior Criminal Justice majors.
- ◆ Nightly **patrols of the dorms** provide interaction with students while distributing crime prevention materials.

- ◆ **Speakers Bureau** available to students and staff.
- ◆ We update the **Student Government Association (SGA)** on policing events on a weekly basis via the Student Senate.
- ◆ We utilize the **Student Code of Conduct** verse a strict arrest response for minor student issues to ensure that our focus is first to mentor students who make minor poor decisions.

FIRST IN LOUISIANA LAW ENFORCEMENT:

- First to train all its police officers as **Emergency Medical Responders (EMR)**.
- First to train all its police officers as **Crisis Intervention Team (CIT)** members.
- First to have all Officers trained and certified at the national level in **sexual assault investigations** (105 hrs per officer).
- First university police agency to provide access to a **use-of-force simulator** for Criminal Justice majors, students & staff.
- First in developing a statewide training standard for **Field Training Officers (FTO)** in partnership with McNeese Criminal Justice Program - in-progress for 2017.
- First in developing a model multi-disciplinary training approach for **Cultural Awareness/Communication Skills and De-escalation** - in-progress for 2017 delivery.
- First University to begin work on creating a FEMA **Campus Community Emergency Response Team (CCERT)**.
- Positioned to become the first university police agency to be **accredited** by the International Association of Campus Law Enforcement Administrators (IACLEA).



IDEAL CANDIDATE

This is a tremendous opportunity for either an experienced senior officer or supervisor who is looking to make the next step in their career evolution.

This type of position calls to individuals with general policing or university policing experience. It could offer a super career development step for the right candidate looking to grow the breadth and depth of their policing abilities. It could also be an ideal position for an experienced in-state or out-of-state candidate who has completed one policing career, but who is energized to continue their policing experience.

It is also a great opportunity for a motivated policing or military police professional to continue in a leadership role. The Lieutenant is a critical position for the organization's success and continued evolution. While responsible for four (4) Sergeants, the Lieutenant coordinates the 24 hour-a-day field operations of the police department.

The agency believes in employee development and looks to take advantage of personal interest and self-motivation which may include specializing as a defensive tactics instructor, firearms instructor, training officer, bicycle patrols, etc.

Opportunities for excellence include:

- Implementation of a new IPAD and cloud based records management system allowing for in-field crime reporting.
- Roll out of an updated policy and procedure manual.

- Preparation for the self assessment phase of law enforcement accreditation through the International Association of Campus Law Enforcement Administrators (IACLEA) in 2017.
- Move in to a new dispatch/CCTV/EOC facility.

Challenges include:

- Upgrading of vehicle fleet resources.
- Coordination of Clergy, training and crime prevention duties with a new police officer position anticipated in 2017.
- Enhanced university community outreach by patrol teams.
- Future police facility remodel.



THE AGENCY

Currently, the agency is authorized 12 sworn positions, a 13th position is anticipated to be funded in January. The agency is staffed with a Chief and Deputy Chief of Police/Safety Officer, Lieutenant, four (4) Sergeants and five (5) Police Officers. There is a support staff of four dispatchers and two civilians, plus up to three Student Reserve Officers and 3 student parking enforcement staff.

The University Police is an evolving full-service law enforcement agency. The Department has made major upgrades since 2012 following the results of a LEMAP Review of the agency by the International Association of Campus Law Enforcement Administrators (IACLEA). This has positioned the agency to target entering the self-assessment phase of law enforcement accreditation in 2017. A significant expansion of the dispatch/EOC/CCTV Center will be completed by the end of this year, a future remodel of the police facility is planned. The agency operates an \$85,000 use of force simulator to expand training.

The agency embraces the philosophy of Community Oriented Policing and Problem Solving (COPPS) and markets itself as a Guardian agency first and an enforcement agency second. Consequently, the Department maintains a close working relationship with the Student Government Association (SGA). Last year the student body voted to impose an increase to the Student



Safety Fee which has funded police vehicles, training, crime prevention, active shooter response equipment, Emergency Medical Responder (EMR) Medic training, and equipment needs beyond the general fund budget provided by the University.



MINIMUM QUALIFICATIONS: Four (4) years of experience in law enforcement work.

SUBSTITUTIONS: College training will substitute for a maximum of two years of the required experience on the basis of thirty semester hours for one year of experience.

MINIMUM NECESSARY SPECIAL REQUIREMENTS:

Must have attained eighteenth birthday at time of appointment.

An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.

May be required to possess a valid Louisiana driver's license at time of appointment.

For some positions, evidence of POST certification must be submitted at the time of the application.

May be required to qualify annually with a firearm.

NOTE: All classified jobs in State service with police officer and wildlife enforcement titles qualify as law enforcement. Jobs outside State service that will qualify as law enforcement are those performed while commissioned with the power of arrest. Military police in the armed services are law enforcement; security/guard duty is NOT qualifying.



NOTE: Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Association of Schools and Colleges; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

Function of Work: To oversee a full range of police services on an assigned shift with primary emphasis on the enforcement of laws, investigation of crimes and accidents, and providing emergency services and crime prevention programs. Supervises Police Sergeants and Police Officers 1, 2 and 3.

Examples of Work: To direct police enforcement activities of patrol and be actively involved in investigations of crimes and accidents; to

provide emergency services and crime prevention programs; serve as patrol commander overseeing all patrol shifts.

Oversees and evaluates performance of supervisors and lower-level officers on all shifts. Manages roll calls and directs Sergeants to conduct officer, vehicle, and equipment inspections. Oversees the training program by planning and coordinating training. Reviews and signs all reports prior to submission to the District Attorneys Office for prosecution. Manages a quartermaster who keeps firearms, armory, and other equipment.

Compensation and Benefits: The rate of pay for this position is \$21.30 hr, \$3,692 month, \$44,299 annually (as a state agency, University Police do not receive POST state certification pay). There are regular opportunities for overtime generated through investigations, events, special duty assignments, training and a weekly Lieutenants Meeting. Overtime is liberally available at straight time overtime (as an unclassified state employee) with the option for pay or compensatory time. Additionally, Special Premium pay of \$31.50 hour is paid for home football games, commencements, Home Coming Week activities and Facilities Use Agreement Events. All equipment and training is provided.

Professional Development - The Comprehensive Public Training Program (CTPP) is the state-funded training program for state employees.

Insurance Coverage – Employees can choose one of several health insurance programs ranging from an HMO to the State's own Group Benefits Insurance program which includes Blue Cross/Blue Shield. The State of Louisiana pays a portion of the cost for group health and life insurance. Dental and vision coverage are also available. More information can be found at www.groupbenefits.org.

Deferred Compensation – As a supplemental retirement savings plan for employees, the State offers a Deferred Compensation Plan for tax deferred savings.

Holidays and Leave – State employees receive the following paid holidays each year: New Year's Day, Martin Luther King, Jr. Day, Mardi Gras, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. Additional holidays may be proclaimed by the Governor. State employees earn sick and annual leave which can be accumulated and saved for future use. Your accrual rate increases as your years of service increase.

Retirement – University Police Officers, Lieutenants and Lieutenant participate in the Louisiana State Employees Retirement System (www.lasersonline.org).

APPLICATION PROCESS

STATE CIVIL SERVICE TEST SCORE IS REQUIRED

Applicants must have a Civil Service score for 9500-LEAPS Test in order to be considered. If you do not have a score prior to applying for this position, it may result in your application not being considered. It is



the applicant's responsibility to ensure that they have an active Civil Service test score. **NO TESTING EXEMPTIONS ARE ALLOWED FOR THIS VACANCY.**

Applicants without a current test score can apply to take the 9500-LEAPS Test by going to the Louisiana State Civil Service web page and clicking on the Testing Information Tab. You should do this immediately even before submitting your official application on-line to ensure that your score is in the testing system.

<http://www.jobs.louisiana.gov>

The announcement will also appear on the McNeese Employment page at:

<http://www.mcneese.edu/hr/employment>

You can at the same time begin the preparation of your job application on-line through the Civil Service web site. Download the LA Careers First Time User's Guide from:

<http://www.jobs.la.gov/files/First%20Time%20User%20Guide.pdf>

For further information, please contact:

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INITIAL TESTING PROCESS

This is a State Civil Service Career Position which requires that applicants must take the state '9500 Law Enforcement & Protective Services (LEAPS)' test in order to have a valid score on-file when you apply for this position. The test is given daily in Baton Rouge, LA and on a limited schedule at other locations in Louisiana. Information on how to sign up for the test and testing locations dates/times can be found at:

<http://www.jobs.louisiana.gov/DocsAndForms.aspx>

A sample copy of the LEAPS Test can be downloaded at:

<http://www.jobs.louisiana.gov/files/Test%20Sample%20Questions/9500.pdf>

