



Memorandum

TO: All Sergeants

**FROM: Lt. Dave Hober #2638
Vice Unit Commander**

SUBJECT: Vice Unit Sergeant Position

DATE: June 11, 2007

Approved

Date

ANNOUNCEMENT

The Vice Unit is currently accepting applications for an anticipated sergeant position at the September 2007 Shift Change. The last day to submit an application is 1700 hours on Friday, June 21, 2007.

JOB DESCRIPTION

The anticipated Vice Sergeant's position will be on the "Enforcement Team." The primary functions of the Vice Enforcement Team are to conduct covert investigations into violations of illegal bookmaking, gambling, prostitution, pimping and pandering, card rooms, bingo, alcohol beverage control licensed premises and other special investigations. Examples of Vice Sergeants' responsibilities are as follows: supervise and participate in preparing cases for presentation to the District Attorney's Office, supervise informant management, facilitate and provide training to the Vice Unit, other units, officers and the public. Vice sergeants will be required to work with the City Attorney's office on a continual basis, as well as other local, state and federal governmental agencies. Vice sergeants will be required to flex their work hours and days to meet the Vice Unit's requirements and mandates in accordance with the existing MOA.

MINIMUM ENTRY REQUIREMENTS

- Must be off probation at the time of the application deadline.
- A work history demonstrating a high level of motivation, reliability and initiative.
- An ability to work well with other units, agencies, citizens and community groups.
- Be committed to establishing Community Policing programs.
- Positive recommendations from previous supervisors.

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- No Internal Affairs complaints within the last 18 months which would relate to the candidate's suitability for the assignment.
- Capable of organizing and operating complex covert operations.
- Willing to work flexible hours and shifts in accordance with the existing MOA. The Vice Unit currently works two "day shifts" and two "late swing shifts" during a normal work week.

APPLICATION PROCEDURE

All interested sergeants who meet the minimum entry requirements are encouraged to submit the following to Lieutenant Dave Hober by 1700 hours on Friday, June 29, 2007.

- A memorandum stating the sergeant's interest and the names of their current and previous 2 supervisors. The memorandum should also include the sergeant's home and cellular telephone numbers.
- A brief resume indicating the sergeant's work and training history.

SELECTION PROCESS

A review of each candidate's work history and qualifications will be conducted. Prior supervisors will be contacted for their recommendation. There may be an interview process by the Unit Commander. The selection will be made based on a review of the listed criteria.

Any questions concerning the Vice Unit or the selection process can be directed to Lieutenant Dave Hober at 690-2818.

David J. Hober, Lieutenant #2638
Special Investigations Unit