

CITY OF SAN DIEGO
APPLICATION/SUPPLEMENT
N10279 POLICE CAPTAIN

Name (First Name MI Last Name):

PERNR:

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DIRECTIONS: COMPLETE THIS DOCUMENT CAREFULLY AND THOROUGHLY. THE INFORMATION YOU PROVIDE IN THIS APPLICATION/SUPPLEMENT WILL BE PROVIDED TO, AND UTILIZED BY, THE INTERVIEW PANEL DURING THE APPOINTING AUTHORITY INTERVIEW PROCESS. RESUMES WILL NOT BE ACCEPTED IN LIEU OF THE APPLICATION/SUPPLEMENT.

YOU MUST SUBMIT ALL PAGES OF THIS DOCUMENT, EVEN PAGES THAT ARE LEFT BLANK. THIS IS NECESSARY IN ORDER TO ENSURE THAT THERE ARE NO MISSING PAGES AND THAT ALL OF YOUR DOCUMENTATION IS PROVIDED TO THE INTERVIEW PANEL. YOU WILL ALSO NEED TO SIGN AND DATE THE VERIFICATION STATEMENT ON PAGE 3 OF THIS DOCUMENT.

TO COMPLETE THIS BOOKLET YOU WILL NEED TO THOROUGHLY REVIEW AND THEN DOCUMENT THE EDUCATION, EXPERIENCE AND TRAINING YOU HAVE OBTAINED RELATIVE TO EACH OF THE FACTORS DESCRIBED ON THE FOLLOWING PAGES. (NOTE: THE DOCUMENTED EXPERIENCE MUST HAVE BEEN WITH THE SAN DIEGO POLICE DEPARTMENT). USE ONLY THE SPACE PROVIDED FOR YOUR RESPONSES. ADDITIONAL PAGES MAY NOT BE ATTACHED. APPLICATION/SUPPLEMENTS THAT EXCEED THE ALLOTTED SPACE FOR DOCUMENTATION WILL BE REJECTED.

READ THE INSTRUCTIONS CAREFULLY FOR EACH FACTOR BEFORE YOU BEGIN TO DOCUMENT YOUR INFORMATION. ALTHOUGH YOU MAY REFERENCE ANY OF YOUR EDUCATION, TRAINING AND SAN DIEGO POLICE DEPARTMENT EXPERIENCE, THE RECENCY OF YOUR DOCUMENTED QUALIFICATIONS WILL BE CONSIDERED BY THE INTERVIEW PANEL.

YOU WILL NOT BE REQUIRED TO DOCUMENT YOUR ASSIGNMENTS WITH THE SAN DIEGO POLICE DEPARTMENT IN THIS APPLICATION SUPPLEMENT. A COPY OF YOUR EMPLOYEE INFORMATION FORM (SUPPLIED BY POLICE HUMAN RESOURCES) WILL BE AUTOMATICALLY ATTACHED PRIOR TO THE APPOINTING AUTHORITY INTERVIEW.

ON THE FOLLOWING PAGES YOU ARE TO DOCUMENT PERFORMANCE EXAMPLES RELATIVE TO EACH OF THE FACTORS INDICATED. TO ASSIST YOU IN PREPARING YOUR DOCUMENTATION, EACH FACTOR IS DEFINED AND A LIST OF SOME OF THE WORK ACTIVITIES THAT MAY REQUIRE THE ABILITIES LISTED IN THE DEFINITION HAVE BEEN PROVIDED. NOTE: AS THIS IS ONLY A PARTIAL LIST, YOU MAY ALSO INCLUDE EXAMPLES OF OTHER WORK ACTIVITIES WHICH YOU BELIEVE DEMONSTRATE YOUR ABILITIES RELATIVE TO THE FACTORS.

*****IMPORTANT*****

YOU MUST SUBMIT THE ORIGINAL AND FOUR COPIES OF YOUR APPLICATION/SUPPLEMENT

Name (First Name MI Last Name):

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FACTOR 1: ADMINISTRATIVE ABILITY**This factor corresponds to the ability to . . .**

- Coordinate a problem solving partnership with the community.
- Coordinate, schedule or accomplish tasks in a logical sequence so that resources are most effectively utilized.
- Establish courses of action for self and others to accomplish specific results.
- Implement projects by developing a timetable and sequence of events required to achieve the desired results.
- Establish well-defined work objectives and priorities for accomplishing them.
- Develop administrative strategies to successfully integrate objectives, opportunities and resources.
- Plan, forecast, set objectives and determine courses of action.

Several examples of work activities which may require administrative ability are listed below:

- Preparation of staff reports to Mayor/Council.
- Development of tactical action plans or contingency plans.
- Development of new training programs.
- Development of special projects or studies.
- Participation on task forces, boards or committees.
- Preparation for meetings/presentations (e.g., community meetings, meetings with other agencies, etc.).

FACTOR 2: DECISION-MAKING/PROBLEM SOLVING**This factor corresponds to the ability to . . .**

- Scan, analyze, develop response and provide assessment to a specific problem.
- Obtain and interpret data relevant to a problem and to plan suitable action(s).
- Choose courses of action in uncertain situations on the basis of policies and guidelines, but without specific instruction.
- Accurately assess the potential consequences of alternative courses of action and select the one which is most appropriate.

Several examples of work activities which may require decision-making/problem solving ability are listed below:

- Handling unanticipated/unusual occurrences.
- Experience involving planned special events.
- Handling of tactical actions (major crime scene search, fires, floods, large accident scenes, etc.).
- Managing critical incidents within your area of responsibility.
- Identification, analysis and resolution of problems (e.g., identification of a crime series, beat problems, investigative or case problems, problems with personnel, etc.).
- Responses to route slips, citizen action requests, etc.

FACTOR 3: LEADERSHIP ABILITY**This factor corresponds to the ability to . . .**

- Develop community partnerships to prevent, reduce, or eliminate neighborhood problems.
- Work with and influence others in a manner which gains their confidence, loyalty, and willingness to strive for mutual objectives.
- Motivate and critically evaluate the actions of others in a positive manner conducive to organizational growth, as well as their personal growth and development.
- Establish a positive work environment.
- Achieve high productive output while maintaining high morale.
- Promote cooperative behavior and team efforts.
- Attain results and organization goals through the proper direction of subordinates.
- Constructively handle conflict situations.
- Demonstrate approachability and sensitivity to the needs of others.

Name (First Name MI Last Name):

PERNR:

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Several examples of work activities which may require leadership ability are listed below:

- Development of performance expectations and attainable goals for subordinates.
- Inspiring a team effort to overcome community problems/issues.
- Overcoming employee resistance to change when new procedures are initiated.
- Professional involvement with community groups, other law enforcement agencies or professional associations.
- Motivating employees to increase productivity and effectiveness.
- Assuming leadership role on task forces and boards.
- Providing training assistance and guidance to others.
- Providing leadership at critical incidents.

FACTOR 4: INTERPERSONAL SKILLS

This factor corresponds to a candidate's . . .

- Awareness of Diversity and Equal Employment policies.
- Approachability and sensitivity to the needs of others.
- Awareness of personal impact on others.
- Use of interpersonal styles which elicit cooperation and respect of others.
- Ability to adapt behavior to changing circumstances in order to obtain desired results.
- Effectiveness of actions or statements in handling persons or situations.
- Ability to communicate, inform, and convince without antagonizing others.

Several examples of work activities which may require interpersonal skills are listed below:

- Development of effective relationships with others (e.g., subordinates, peers, superiors, the media, informants, victims, suspects, witnesses, other City employees, and the public).
- Experience involving counseling, discipline sessions, review of subordinate's work, etc.
- Interviews involving witnesses, complainants, and/or victims.
- Resolution of conflicts involving parties with differing viewpoints and objectives.
- Handling disgruntled employees.
- Dealing with hostile residents at community meetings.

FACTOR 5: PROFESSIONAL JOB KNOWLEDGE

This factor corresponds to a candidate's . . .

- Familiarity with neighborhood policing.
- Familiarity with the Department's goals and objectives.
- Management of situations calling for application of technical police information.
- Knowledge of and ability to apply job-related information (e.g., Municipal Codes, State laws, legal decisions, etc.).
- Familiarity with and competence in the use of department policies and procedures.
- Quality of technical review of subordinate's work.

Several examples of work activities which may require professional job knowledge are listed below:

- Preparation of reports.
- Experience as a qualified expert.
- Use of and knowledge of computers.
- Handling of tactical actions, special events, critical incidents, unusual occurrences, etc.
- Case investigation and/or preparation.
- Participation on task forces, boards, committees, special projects or studies.
- College degree related course work/job-related training.

VERIFICATION OF STATEMENTS: I verify that all statements made on this Application/Supplement are true and correct to the best of my knowledge. I understand any false statements or incomplete information may be cause for rejection of my application or discharge from employment.

Signature: _____

Date: _____

Name (First Name MI Last Name):

PERNR:

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FACTOR 1: ADMINISTRATIVE ABILITY

DIRECTIONS: Document the experience you have that best demonstrates your Administrative Ability. Your documentation should include a description of: the problem, objective or situation; what you personally did; the outcome/result of your work; the date(s) when the work was performed; and your rank at the time. Also document any relevant training/education.

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FACTOR 1: ADMINISTRATIVE ABILITY (CONTINUED)

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FACTOR 2: DECISION-MAKING/PROBLEM SOLVING

DIRECTIONS: Document the experience you have that best demonstrates your Decision-Making/Problem Solving Ability. Your documentation should include a description of: the issue, problem or situation, including its magnitude; the decisions/solutions you personally made to handle the situation/solve the problem; the outcome of the problem, issue or situation; the date(s) when the work was performed; and your rank at the time. Also document any relevant training/education.

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Name (First Name MI Last Name):

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FACTOR 2: DECISION-MAKING/PROBLEM SOLVING (CONTINUED)

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FACTOR 3: LEADERSHIP ABILITY

DIRECTIONS: Document the experience you have that best demonstrates your Leadership Ability. Your documentation should include a description of: the type of situation and type of individual(s) involved; what you personally did, including the techniques employed to handle the situation; the outcome of the situation; the date(s) when the work was performed; and your rank at the time. Also document any relevant training/education.

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FACTOR 3: LEADERSHIP ABILITY (CONTINUED)

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FACTOR 4: INTERPERSONAL SKILLS

DIRECTIONS: Document the experience you have that best demonstrates your Interpersonal Skills. Your documentation should include a description of: the type of situation and type of individual(s) involved; what you did or how you personally handled the situation; the outcome of the situation; the date(s) when the work was performed; and your rank at the time. Also document any relevant training/education.

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FACTOR 4: INTERPERSONAL SKILLS (CONTINUED)

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FACTOR 5: PROFESSIONAL JOB KNOWLEDGE

DIRECTIONS: Document the experience you have that best demonstrates your Professional Job Knowledge. Your documentation should include a description of: the assignment or situation; the specific knowledge, skill, ability or proficiency you needed for effective performance; what you actually did; the outcome or result of the assignment or situation; the date(s) when the work was performed; and your rank at the time. Also document any relevant training/education.

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FACTOR 5: PROFESSIONAL JOB KNOWLEDGE (CONTINUED)

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B. JOB-RELATED TRAINING (e.g., P.O.S.T. courses, technical courses, seminars, supervision/management courses, etc.)

Please list the most recent training courses you have taken, beginning with the last course you attended.

Training Course Title	Where Taken	Date Completed mm/dd/yy
		to

C. COLLEGE DEGREE RELATED COURSE WORK

Total Number of Units: Semester _____ Quarter _____

Name of College/University _____

Accredited? Yes No

Degree(s) Obtained:

Associate's Degree Major: _____

Name of College/University: _____

Accredited? Yes No

Bachelor's Degree Major: _____

Name of College/University: _____

Accredited? Yes No

Master's Degree Field/Specialization: _____

Name of College/University: _____

Accredited? Yes No

PhD Field/Specialization: _____

Name of College/University: _____

Accredited? Yes No

Name (First Name MI Last Name):

PERNR:

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Please list the most recent college courses you have taken, beginning with the last course you attended.

College Course Title	Where Taken	Date Completed mm/dd/yy
		to

D. FORMAL DEPARTMENT COMMENDATIONS (COMMANDING OFFICER'S CITATION OR HIGHER)

In the space provided below, please list the date and reason for each FORMAL commendation received, **beginning with the most recent.**

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Name (First Name MI Last Name):

PERNR:

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E. INFORMAL COMMENDATIONS

In the space provided below, please list the date and reason for each INFORMAL commendation received during the **last one year** (10-12-2011 to 10-12-2012), **beginning with the most recent**.

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F. FORMAL DISCIPLINE

In the space provided below, please list the date and reason you received FORMAL discipline, **beginning with the most recent**. Include all formal reprimands, disciplinary transfers, suspensions, reductions in compensation and demotions. Do **not** include formal reprimands without additional penalty or disciplinary transfers **more than 2 years old** (those prior to 10-12-2010), or those reprimands with additional penalty, suspensions, reductions in compensation and demotions **more than 5 years old** (those prior to 10-12-2007).

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Name (First Name MI Last Name):

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G. INFORMAL DISCIPLINE

In the space provided below, please list the date and reason for each WRITTEN warning and/or note of counseling received during the **last one year** (10-12-2011 to 10-12-2012), **beginning with the most recent.**

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