



DEPARTMENT NOTICE

23-054

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Position Opening: Homicide Sergeant

The Investigations Bureau is accepting applications for Sergeant/Inspector position in Homicide. Homicide is responsible for investigating homicides, suspicious deaths, outside agency in-custody deaths, and outside agency officer-involved shootings.

This Department Notice and interview process will be used to fill Homicide openings in the next 6 months.

Duties include but are not limited to:

- Managing complex crime scenes
- Immediately following up on active leads
- Coordinating the response of support units
- Notifying/updating superiors during rapidly unfolding investigations
- Authoring arrest and search warrants
- Receiving, transmitting, and keeping sensitive criminal and administrative information confidential
- Maintaining communication with family members of victims or family representative(s) with any investigative updates

Work Schedule:

The Homicide Sergeant/Inspector will work:

- Day shift: (10-hour days), Monday to Thursday or Tuesday to Friday
- On-call schedule rotation for nights and weekends varies based on the staffing levels.

Note: The Sergeant/Inspector must be willing to work some weekends, overtime, and extended hours depending on the needs of the Department.

Minimum Qualifications:

- Hold the rank of Sergeant, Assistant Inspector, or Inspector.
- Must have completed probation as a Sergeant, Assistant Inspector, or Inspector with SFPD.

Additional desirable qualifications include but are not limited to:

- Strong writing, spelling, grammar, and analytical skills
- Experience conducting criminal investigations
- Training in plainclothes operations or willingness to be trained in plainclothes operation
- Proficiency in using office technology (email, smartphone, Microsoft Office, etc.)
- Ability to relate tactfully and effectively with personnel at all levels and other government agencies, and families of homicide victims.

- Experience writing and obtaining arrest and search warrants
- Strong interview and interrogations skills
- Ability to effectively perform duties in a confidential and challenging work setting
- Ability to work effectively in an investigative team, give/accept direction to/from peers
- Ability to work independently and exercise sound judgment
- Strong work ethic

Selection Procedures:

Step 1: Deadline

- **The application deadline will be 30 days after the publication of this Department Notice.**

Step 2: How to apply

- Email Application (blank application attached): to SFPDHR@sfgov.org
 - Subject: Homicide
- Once your application is received, you will receive a confirmation email within 5 business days.

Note:

- Resumes are optional and may include work experience, education, POST course work, awards, special skills and references.
- Applicants who previously applied for positions within this unit, and who were not selected shall re-apply if still interested in the positions.

Step 3: Selection Process

- The selection process will consist of:
 1. A review of submitted applications and resumes (if included) to ensure all applicants meet the minimum requirements.
 2. Candidates who meet the minimum qualifications will be invited to participate in an oral interview.

Please email SFPDHR@sfgov.org with any questions.

Applicant for this assignment must be able to perform the essential job functions of a sworn member with or without reasonable accommodation. Members should contact the Department's Americans with Disabilities Act Coordinator, Penny Si, at 415-837-7221 with any questions regarding the essential job functions of a sworn member as they relate to reasonable accommodations.



WILLIAM SCOTT

Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information about the directive.

Homicide Sergeant Application

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Date: _____

Name: _____ Star#: _____
Last First MI

Contact Information:

Cellphone _____ email _____

Current Schedule & Days off:

Previous Law Enforcement Experience:

Dept/Agency(s) _____

Position/rank _____ Yrs. _____ Months _____

Dates of Appointment (previous Dept/ Agency) :

Start Date _____ End Date _____ Yrs. _____ Months _____

Date of Appointment (SFPD):

Officer Start Date _____ End Date _____ Yrs. _____ Months _____

Probation End Date _____

Current Assignment: _____ Start Date _____ Yrs. _____ Months _____

Supervisor: _____ Commanding Officer: _____

Homicide Sergeant Application

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Reason for requesting assignment to the position:

IF NECESSARY, PLEASE ATTACH ADDITIONAL SHEETS TO ANSWER THE ABOVE QUESTIONS

Signature:

Date:
