



# DEPARTMENT NOTICE

23-147

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## **Position Opening: Narcotics Task Force Officer at SFO**

The Narcotics Division is seeking qualified applicants to serve on a Drug Enforcement Administration (DEA) Task Force at SFO. The position will involve working directly with Investigators from the Drug Enforcement Administration (DEA) who investigate major narcotics traffickers and money launderers in and around San Francisco International Airport. Duties will include participating in joint investigations with local, state, and federal law enforcement agencies.

There is one position available.

### **Duties include but are not limited to:**

- Conduct undercover surveillance on suspects.
- Immediately follow up on active leads
- Coordinate with outside jurisdictions/agencies
- Notify and update supervisors during rapidly unfolding investigations.
- Authoring search and arrest warrants
- Receive, transmit and keep sensitive criminal information confidential.
- Interview/interrogate suspects.

### **Work Schedule:**

The Narcotics Task Force Officer will work:

- Day Shift (8-hour day) Monday – Friday
- Must be willing to work weekends, overtime, have their schedule adjusted, and extended hours if necessary.

### **Minimum Qualifications:**

\*Minimum qualifications must be met by the application deadline, unless otherwise stated.

- Hold the rank of Officer.
- Must have two years of experience with the SFPD at the rank of Q2 calculated from completion of probation.

### **Additional desirable qualifications include but are not limited to:**

- Experience in an investigative assignment such as plainclothes assignments at a station and/or CVRT, Narcotics, CGIC.
- Interview and interrogation experience.
- Experience in authoring and serving arrest and search warrants.
- Excellent written and verbal communication skills.
- Strong work ethic.
- Working knowledge of asset forfeiture proceedings.

## Selection Procedures:

### Step 1: Deadline

- **The application deadline will be 30 days after the date of this email.**

### Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
  - Subject: Narcotics Q2
- 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 [REDACTED] with any questions. Once a candidate is selected, the process is complete. If additional positions in the unit become available, a new notice will be issued.

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, [REDACTED] 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](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information about the directive.*