




DEPARTMENT NOTICE

20-004
01/10/20

Q50 Sergeant Examination Update

The Department of Human Resources, Public Safety Team, has released the attached Q50 Sergeant Job announcement, which contains information regarding: "Minimum Qualifications", "How to apply" and "Selection Procedures." Sworn San Francisco Police Department members who meet the minimum qualifications, as outlined in the job announcement, are eligible to take this promotional examination. Applications for this exam will be accepted through an on-line process from 0800hrs, January 06, 2020, through 1600 hrs, January 24, 2020. Please refer to the attachment for further instructions and information.


WILLIAM SCOTT
Chief of Police

Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.

INTRODUCTION

Under direction, as a sworn member of the San Francisco Police Department, the Q050 Sergeant's duties may include but are not limited to: supervises field incidents, crime scenes or special events; monitors, directs, evaluates, coaches and trains subordinate personnel; reviews documents and prepares routine paperwork; interacts with SFPD members, other city departments and law enforcement agencies; performs routine law enforcement and operations duties; conducts surveillance and search operations; obtains and serves arrest and search warrants; collects, processes and secures physical evidence; interacts with victims, witnesses, and suspects during investigations; conducts follow-up investigation, case management, and prosecution.

MINIMUM QUALIFICATIONS

1. Sworn members of the San Francisco Police Department who have completed probation as a Q002 Police Officer and possess a minimum of two (2) years of experience with the SFPD at the rank of Q002 Police Officer or higher as of January 24, 2020. Length of service is calculated from completion of probation

AND

2. Possession of a POST Intermediate Certificate (or more advanced POST certificate) issued by California Department of Justice, Commission on Peace Officer Standards and Training; and

The requirements for a POST Intermediate Certificate (as specified in SFPD Department Bulletin #16-008) are:

1. Baccalaureate degree, plus two years law enforcement or;
2. Associate degree, plus four years law enforcement or;
3. 45 college units, plus four years law enforcement and 45 training points or;
4. 30 college units, plus six years law enforcement and 30 training points or;
5. 15 college units, plus eight years law enforcement and 15 training points

AND

3. Possession of a valid Class C California Driver license. Evidence of possession of this license does not have to be provided but is a condition of continued employment.

Applicants must meet minimum qualifications (1) and (3) above by January 24, 2020 to be considered a "qualified candidate". Evidence of possession of the POST Intermediate Certificate must be submitted no later than 1600 on June 30, 2020 to dhr-publicsafety@sfgov.org. Candidates who do not provide a certificate by June 30, 2020 will be disqualified from the selection process.

HOW TO APPLY

Applications for this recruitment will be accepted through an online process from 0800, January 06, 2020 through 1600, January 24, 2020.

Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the "Police Sergeant" job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

If you previously registered and have a JobAps account with the City and County of San Francisco, but do not remember your UserID and/or password please email dhrr-publicsafety@sfgov.org for your login information.

For applicants who do not have internet access, computers are available for the public (from 0800 to 1700 Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco. However, because the DHR offices close at 5:00 PM, it is recommended that you arrive by at least 1630 to allow time to complete the application.

Applicants who file for this announcement will later be contacted by email. Therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from @sfgov.org.

In the experience section of the application, you need to include only your experience as a Q002 Police Officer in the San Francisco Police Department.

Applicants will receive a confirmation email that their online application has been received in response to every announcement to which they apply. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

SELECTION PROCEDURES

The selection process will consist of components such as the following: job knowledge test, job task simulation such as role-play and/or tactical exercises. A pass point will be established after administration of the job knowledge test, and only candidates scoring at or above that minimum passing score will be invited to participate in subsequent components of the examination. Final scores will be based on a composite of the scores from the job task simulation exercise(s). The job knowledge test is tentatively scheduled to be administered the week of April 20, 2020, and the job task simulation exercise tentatively the week of July 06, 2020. Qualified applicants will be notified of the exact date, time, and location for the examination components.

Q050 Sergeant Examination Preparation Guides

A description of the examination process will be included in Preparation Guides. Preparation Guides will also list the job-related duty areas and the knowledge, skills, and abilities to be evaluated in each test component, as well as specific reading materials [e.g., Department Bulletins, Department General Orders, State and local penal codes, etc.] with which candidates should be familiar for test purposes. Preparation Guides for each component will be made available approximately thirty (30) days prior to the administration of the component. Qualified applicants will be notified via email when Preparation Guides become available.

Certification Rule: The certification rule for the eligible list resulting from this test will be Rule of Ten (10) Scores.

Eligible List: The duration of the eligible list produced from this exam will be thirty-six (36) months and may be extended up to twelve (12) months upon approval of the Human Resources Director.

Secondary Criteria When making appointments, the Appointing Officer will consider the following secondary criteria:

- Assignments
- Training
- Education
- Community involvement
- Special qualifications
- Commendations/awards
- Bilingual certification
- Discipline history

Notes:

1. All examination procedures including policies and procedures on announcements, applications and examinations are subject to the Civil Service Commission Rules, Volume II, Uniformed Ranks of the San Francisco Police Department available at <https://sfgov.org/civilservice/> and the policies and procedures of the Department of Human Resources.
2. Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by posting the correction on the Department of Human Resources website at www.jobaps.com/sf. The terms of this examination announcement may be appealed under Civil Service Rule 211.6, provided that such appeal is submitted in writing in the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement.
3. The City and County of San Francisco reserves the right to revise the examination plan if necessary.
4. An applicant/eligible that changes his or her contact information (email, name, mailing address, phone, etc.) after having filed an application must promptly go to CCSF's employment website: www.jobaps.com/sf. Click on "Update My Contact Info" button. Log in to your JobAps account by entering both UserID and password. Enter your new address/contact information. Click on the "Update Contact Information" button again. Failure to maintain current contact information may result in loss of eligibility.
5. Qualified candidates with disabilities who require a reasonable accommodation for this examination process must contact Amy Herndon by phone at 415.551.8943, email (noemi.herndon@sfgov.org), or if hearing impaired 415.557.4810 (TDD) as soon as possible, but no later than 5:00 PM on April 10, 2020.
6. Requests for an alternate test date may be considered in limited circumstances and must be submitted in writing to noemi.herndon@sfgov.org within five (5) calendar days of the announcement.
7. Important Employment Information for the City and County of San Francisco can be obtained at <http://www.sfdhr.org/index.aspx?page=20> or at 1 South Van Ness Avenue, 4th Floor.
8. Applicants are advised to keep copies of all items submitted to the Department of Human Resources Public Safety Team.

Micki Callahan, Director of Human Resources
 Announcement No: CBT-Q050-903723
 Issued: January 06, 2020
 Public Safety Team, Amy Herndon, 415.551.8943
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