



DEPARTMENT NOTICE

20-023
03/03/20

Q-80 Captain Examination Update

The Department of Human Resources Public Safety Team is distributing the attached examination announcement for the upcoming Q-80 Captain promotional examination. The announcement is being distributed to Department members in accordance with Civil Service Commission Rule 211.9. The application filing period for this examination is scheduled to begin on Wednesday, April 01, 2020.

Any specific questions about the announcement may be directed to the DHR Public Safety Team at dhr-publicsaftey@sfgov.org.


WILLIAM SCOTT
Chief of Police

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

Q080 Captain, (Police Department)

Recruitment #CBT-Q080-903263

DEPARTMENT	Public Safety
FILING DEADLINE	4/14/2020 4:00:00 PM
SALARY	
JOB TYPE	CBT Discrete
EMPLOYMENT TYPE	Full-Time

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INTRODUCTION

The Captain in the San Francisco Police Department (SFPD) is a management level position that may be assigned to the Operations, Administration, Special Operations, Investigations, Strategic Management, Airport or Chief of Staff Bureaus. Captains report directly to a Commander, Deputy Chief or Executive Director.

Essential functions of the position include directing, supervising and monitoring personnel; training, developing and evaluating unit personnel; reviewing and processing documents/communications; analyzing procedures/information and developing plans; interacting with individuals other than unit personnel; and community policing. Captains routinely perform other law enforcement duties.

MINIMUM QUALIFICATIONS

1. Sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q060 Lieutenant. (Length of service is calculated from completion of probation.) AND

2. Possession of a POST Management Certificate issued by California Commission on Peace Officer Standards and Training; AND
3. Possession and maintenance of a valid Class C California Driver License.

Applicants must have completed probation as a Q060 appointee by October 31, 2018 and have completed two (2) years of additional experience as a Q060 Lieutenant by October 31, 2020. Candidates who have not fulfilled the two-year Q060 experience requirement by the time of eligible list posting will be placed under general waiver on the list until such time as they meet the two-year Q060 experience requirement. Failure to meet the two-year experience requirement by October 31, 2020 is cause for disqualification.

Evidence of possession of the POST Management Certificate must be submitted no later than 4:00 p.m. on December 31, 2020 to dhrr-publicsafety@sfgov.org. Candidates who have not provided a certificate as of list posting will be placed under waiver until such time as they provide a certificate. Failure to submit the POST Management Certificate as specified above is cause for disqualification.

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the "Police Captain" 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

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Department of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, 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 the following addresses @sfgov.org.

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

In the experience section of the application, you need to include only your experience as a Lieutenant in the San Francisco Police Department. Applications completed improperly may be cause for ineligibility or disqualification.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Liezel Cruz, by telephone at 415-551-8947, or by email at Liezel.Cruz@sfgov.org.

SELECTION PROCEDURES

The test will consist of Assessment-Center type test components such as an oral in-basket, highly structured subordinate meeting roleplay, hot call tactical, field operations, staff meeting roleplay, and community meeting roleplay. At this time, all components are planned for administration the first week of July 2020. Qualified applicants will be notified by email of the exact date, time and location of the test components at least 10 days in advance of the test. A final passing score will be established. Only those who attain a final score above the pass point will be listed on the eligible list.

Q080 Captain Preparation Guide: A description of the examination process will be included in a preparation guide. The preparation guide will also list the job-related duty areas and the knowledge, skills, and abilities to be evaluated in each test component. The preparation guide will be made available approximately 30 days prior to the administration of the test. Qualified applicants will be notified via email when preparation guide becomes.

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

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

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 and
- Discipline history

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

CONCLUSION

Terms of Announcement

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. Go to <http://sfgov.org/civilservice/rules> for more information on applicable appeal rights and submission requirements under the Civil Service Rules; and for Civil Service Rules, policies and procedures on announcements, applications and examinations.

All examination procedures are subject to the Civil Service Commission Rules, Volume II, Uniformed Ranks of the San Francisco Police Department and are available at <http://sfgov.org/civilservice/rules> and the policies and procedures of the Department of Human Resources.

Contact Information

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.

Requests

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable **ADA Accommodation** at: <http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Requests for an alternate test date may be considered in limited circumstances and must be submitted in writing to dhr-publicsafety@sfgov.org within five (5) calendar days of the issuance of this announcement.

General Information concerning City and County of San Francisco Employment Policies and Procedures

Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents:

Applicants should keep copies of all documents submitted, as these will not be returned.

Exam Type: P

Issued: April 01, 2020

Micki Callahan

Human Resources Director

Department of Human Resources

Recruitment ID Number: 903263

HRD/LC/415-551-8947