



DEPARTMENT NOTICE

23-081

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Position Opening: Concealed Carry Weapon Unit (CCW) Sergeant

The Staff Services Division is seeking qualified applicants for the Concealed Carry Weapon Unit (CCW) Sergeant position. The CCW Unit has been formed to address the influx of CCW license applications from residents of San Francisco.

There is one position available.

Duties include but are not limited to:

- Facilitate and coordinate the CCW application process, including scheduling, communicating with applicants, and processing payments.
- Maintain a database of applications to ensure deadlines are met.
- Conduct background investigations of applicants to determine SF residency, good moral character, and confirmation of necessary firearms training.
- Communicate with the San Francisco Sheriff's Office regarding applications.
- Review information received from other outside agencies regarding existing CCW license holders for potential violations.
- Facilitate the CCW renewal process every two years.
- Respond to information requests from internal and external sources.

Work Schedule:

The CCW Sergeant will work:

- Day Shift (10-hour days) Monday-Thursday, or Tuesday-Friday
or
- Day Shift (8-hour day) Monday-Friday

Minimum Qualifications:

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

- 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:

- Excellent written and verbal communication skills.
- Competence with Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.) and HRMS.
- Ability to work independently and be self-motivated.
- Strong time management skills.
- Data management and data analysis skills.
- Risk analysis skills.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Friday, June 9, 2023.**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
 - Subject: CCW
- 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.


FOR
→ 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.wrattendirectives@sfgov.org who will provide additional information about the directive.