



# DEPARTMENT NOTICE

22-036  
05/12/22

## Position Opening: Office of Equity and Inclusion Officer

The San Francisco Police Department's Office of Equity and Inclusion (OEI) is accepting applications from Q2 police officers to work in the unit.

There is 1 position available.

[REDACTED]

### Duties include but are not limited to:

- [REDACTED]
- [REDACTED]
- Carry out various other policy and reporting functions regarding racial equity impact.
- Assisting in establishing and maintaining a safe and equitable environment for all members.
- Provide education to members about the Department's strategies for equity inclusion, EEO policies, and federal-state-local discrimination laws.
- [REDACTED]

### Work schedule:

Office of Equity and Inclusion Officer will work:

- Day shift: [REDACTED]

### Minimum Qualifications:

1. Hold the rank of Officer,
2. Must have completed probation as an Officer with SFPD,
3. Must have a minimum of five years of sworn law enforcement experience.

### **Desirable Qualifications include:**

- A positive personnel history including supervisory recommendations, performance evaluations, CBOR record, Internal Affairs disciplinary record, EEO history, DPA complaints, and lawsuit history.
- Competence using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.)
- Excellent written and oral communication skills.
- Ability to work independently and be self-motivated.
- Possess strong time management skills.

### **Selection Procedures:**

#### **Step 1: Deadline**

- **The application deadline will be Monday, June 13<sup>th</sup>, 2022.**

#### **Step 2: How to apply**

- Email Application (blank application attached): to [REDACTED]  
**Subject:** OEI Q2.  
Once your application is received, you will receive a confirmation email within five (5) business days.

#### **Note:**

- Resumes are optional and may include work experience, education, POST coursework, awards, special skills, and references.
- Applicants who previously applied for positions within this unit and who were not selected may 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. Applicants for this assignment must be able to perform the essential job functions of a sworn member with or without reasonable accommodation. [REDACTED]

[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.*

## Office of Equity and Inclusion Officer – Application

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Date: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Star#: \_\_\_\_\_  
Last First MI

### Contact Information:

Cellphone \_\_\_\_\_ email \_\_\_\_\_

Current Schedule & Days off:

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### 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: \_\_\_\_\_



**Office of Equity and Inclusion Officer - Application**

**Reason for requesting assignment to the position:**

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_