



Position Opening: Community Engagement Sergeant

The Field Operations Bureau (FOB)/Community Engagement Division (CED) is seeking qualified applicants for the Community Engagement Sergeant. The position is located at the Community Engagement Division [REDACTED]

There is one (1) position available.

The position is comprised of three (3) specialties:

- Youth and Community Engagement Unit Responsibilities
- Language Access Services Supervision
- Cadet Coordinator

Youth and Community Engagement Unit Responsibilities:

- The Youth and Community Engagement Unit serves as a highly visible unit representing the Chief of Police with establishing, building, and sustaining relationships within all communities that we serve. The Youth and Community Engagement Unit opens the lines of communication among the police and youth within the community to better build rapport and trust.
- Supervise Police Activities League Officers

Language Access Services Supervision:

- CED currently manages and monitors the Department's Limited English Proficient Persons (LEP) policies and procedures. Department General Order 5.20, "Language Access Services for Limited English Proficient Persons" established language access procedures for Department members when meeting Limited English Proficient persons.

Cadet Coordinator:

- The Cadet Coordinator manages the daily operation of approximately 50 Police Cadets at a range of assignments.

If you would like to learn more or to ask any questions, please feel free to contact:



Duties of the CED Sergeant include but are not limited to:

Youth and Community Engagement Unit Responsibilities:

- Supervising CED personnel, including Officers, Reserve Officers, Cadets, PSAs, Ambassadors, and ALERT members.

- Coordinating and attending community events.
- Organizing operations such as toy drives, turkey giveaways, etc.
- Representing the Department at various community functions/meetings.

Supervising the member responsible: Language Access

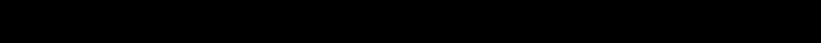
- Compliance with all aspects of DGO 5.20.
- Coordinating language access training at the Academy.
- Coordinating interpreter training for qualified bilingual members.
- Coordinating meetings with outside entities and community groups to resolve language issues.
- Overseeing the LEP data collection.
- Preparing reports addressing the Department's language access efforts.
- Speaking in front of various community groups and Commissions.

Cadet Coordinator:

- Coordinate training of the initial Cadet Academy.
- Plan, develop, and maintain curriculum for Cadet personnel as needed.
- Maintain associated Cadet records, including transcripts and enrollment verifications.
- Manage Cadet personnel assigned to the PHQ.
- Work cooperatively with the PHQ checkpoint officer to ensure the security and staffing of the PHQ checkpoint.
- Serve as a community liaison for the Cadet program.

Work schedule:

The CED Sergeant will work:

- 

* Members may be required to adjust their schedules for special assignments or events.

Minimum Qualifications:

- Hold the rank of Sergeant
- Must have completed probation as a Sergeant, Assistant Inspector, or Inspector with SFPD.

Additional desirable qualifications include but are not limited to:

- A positive personnel history including supervisory recommendations, performance evaluations, DABOR record, Internal Affairs disciplinary record, EEO history, DPA complaints, and lawsuit history.
- Competence using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.).
- Experience using HRMS, Microsoft Office Suite (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 May 10, 2022.**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
 - Subject: CED Sgt
- Once your application is received, you will receive a confirmation email within five business day.

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 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.

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 who will provide additional information about the directive.

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Date: _____

Name: _____ Star#: _____
Last First MI

Contact Information:

Cellphone _____ email _____

Current Schedule & Days off:

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: _____

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Describe relevant Communications and Media Experience:

Reason for requesting assignment to the position:

Education:

Training:

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Department Experience (List previous assignments and length of time assigned):

Relevant experiences, special knowledge, skills and/or abilities:

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

Signature:

Date:
