



DEPARTMENT NOTICE

23-006

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Position Opening: Community Ambassador Program (CAP) Sergeant

The Community Engagement Division (CED) is seeking qualified applicants for the Community Engagement Sergeant position, to serve as the SFPD Community Ambassador Program Supervisor. The San Francisco Police Department Community Ambassador Program (CAP) is comprised of retired sworn members of the Department now serving as non-sworn Community Ambassadors, as a part of the Prop F/960 Program. Community Ambassadors serve in a supportive role to SFPD sworn members within a designated area of responsibility. They provide a highly visible presence, with a goal of community engagement and the prevention and deterrence of crime.

The Community Ambassador Program's goal is to provide additional resources for the community while achieving the overall mission of the department.

Community Ambassadors engage with tourists, business owners, residents, and other community members in these areas. They are also observing and reporting crime in real time to responding officers via police radio. Community Ambassadors are also deployed during large conventions and events at Moscone Center and other high occupancy locations.

There is one position available.

Duties include but are not limited to:

- Manage, facilitate, coordinate, and oversee the CED Community Ambassador program
- Supervise Ambassadors and professional staff within the Ambassador Program, including monitoring scheduling (HRMS) and deployment
- Conduct field supervision and visits of Ambassador assignments and activities
- Liaise with internal and external stakeholders and coordinate meetings with outside entities and community groups
- Represent the department at various community groups and Commissions
- Assist with other CED duties as assigned

Work Schedule:

The CED CAP 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 or Inspector.
- 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, CBOR record, Internal Affairs disciplinary record, EEO history, DPA complaints and lawsuit history.
- 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.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be 15 days after the date of this email.**

Step 2: How to apply

- Email Application (blank application attached): to SFPDHR@sfgov.org
- Subject: CED CAP

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 SFPDHR@sfgov.org 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. Members should contact the Department's Americans with Disabilities Act Coordinator, [REDACTED], at 415-[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.