



DEPARTMENT NOTICE

24-039

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Position Opening: Background Investigation Unit Sergeant

The Staff Services Division is currently accepting applications for the position of Background Investigations Unit supervisor in the rank of Sergeant. This is an excellent opportunity to work in an investigative position within the Police Department.

There is one position available.

Duties include but are not limited to:

- Supervise sworn, civilian, and part time (960) employees.
- Ensure compliance with POST candidate screening criteria.
- Coordinate with outside vendors: polygraph, psychological services, medical screening, etc.
- Manage contracts including Requests for Proposal (RFP), review/monitor billing and coordinate scheduling.
- Polygraph review.
- Prepare and review reports.
- Coordinate with Department units: Academy, Personnel, Property, etc.
- Coordinate with other city agencies: Department of Human Resources, Civil Service Commission, etc.
- Speak before large groups and possibly represent the Department before legislative bodies.
- Manage candidate eligibility meetings and provide reports.
- Manage candidate status databases and provide reports.

Work Schedule:

The Background Investigations Unit Sergeant will work:

- either an eight (8) hour day or a ten (10) hour day, Monday through 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.
- Complete the POST Background Investigation Course within 1 year of selection.

Additional desirable qualifications include but are not limited to:

- Strong organizational, computer and interpersonal skills.
- Proficiency in the use of common office technology: Outlook, Office, Word and Excel.
- Investigative experience.
- Strong interview skills.
- Ability to work independently and exercise sound judgment.
- Ability to give and accept direction from peers and supervisory officers.
- Completed POST Institute of Criminal Investigations Course (ICI).
- Completed POST Interview and Interrogation Course.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be March 28th, 2024.**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
 - Subject: Backgrounds
- 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], at [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 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in Powers within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org, who will provide additional information.