



# DEPARTMENT NOTICE

21-165  
12/02/21

## Position Opening: Traffic Collision Investigator

**Department Notice (DN 21-122) is being re-issued to broaden the qualified candidate pool.**

The Special Operations Bureau/Traffic Company is currently accepting applications for the position of Traffic Collision Investigator. There is one position available.

### Duties include, but are not limited, investigating:

- Vehicle collisions resulting in death or serious bodily injury
- Hit & Runs
- Industrial accidents when a fatality occurs
- Police pursuits resulting in death or serious bodily injury

### Work schedule:

The traffic collision Investigation Unit will work:

- Day shift: (10-hour days), Monday to Thursday or Tuesday to Friday,
- Hours: 0900-1900 weekdays

\*The TCIU Investigator must be willing to work on-call, work some weekends, overtime, and extended hours if necessary.

### Minimum Qualifications:

#### Experience

1. Hold the rank of Inspector or Sergeant or Assistant Inspector.
2. Must have completed probation as an Inspector or Sergeant or Assistant Inspector.

### Desirable Qualifications Include:

- 1 year of experience in a Traffic Car assignment as an Officer.
- A positive personnel history including supervisory recommendations, performance evaluations, CBOR record, Internal Affairs disciplinary record, EEO history, DPA complaints, and lawsuit history.
- Experience in Traffic Car assignments.
- Ability to manage crime scenes, follow up on leads, and coordinate complex investigations of serious incidents.

- P.O.S.T. Certified Intermediate Collision Training.
- P.O.S.T. Certified Advanced Collision Training.
- P.O.S.T. Certified Traffic Collision Reconstruction I & II.
- P.O.S.T. Interview and Interrogation Course.
- Accreditation Commission for Traffic Accident Reconstruction (ACTAR) certified or equivalent.
- Experience writing and obtaining search warrants.
- Ability to effectively perform duties in a confidential and challenging work setting.
- Ability to work independently with flexibility and sound judgment.

## Steps to Apply & the Selection Process

### Step 1: Deadline

- **The application deadline will be Sun. 01/02/2022.**

### Step 2: How to apply

1. Application (blank application attached) & copy of the memo: email to [SFPDHR@sfgov.org](mailto:SFPDHR@sfgov.org) **Subject: TCIU Sergeant**  
Once your application is received, you will receive a confirmation email within 1 business day.

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 may re-apply if still interested in the positions.

### Step 3: Selection Process

The selection process will consist of:

- A review of submitted applications and resumes (if included) to ensure all applicants meet the minimum requirements.
- Candidates who meet the minimum qualifications will be invited to participate in an oral interview.
- Please email [SFPDHR@sfgov.org](mailto:SFPDHR@sfgov.org) with any questions.

The 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, Penny Si, at (415) 837-7221 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.*

**Special Operations Bureau/Traffic Company - Traffic Collision Investigator Application**

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

Contact Information

Name: Last                      First                      MI                      Star#:

Current Schedule: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Previous Law Enforcement Experience:

Dept/Agency(s) \_\_\_\_\_

Position/rank \_\_\_\_\_ yrs. \_\_\_\_\_ Months \_\_\_\_\_

Dates of Appointment (previous Dept/ Agency):

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date of Appointment (SFPD):

Sergeant Start Date \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Present Assignment: \_\_\_\_\_ Start Date \_\_\_\_ End Date \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_\_

Supervisor: \_\_\_\_\_

Commanding Officer: \_\_\_\_\_

Education:

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\_\_\_\_\_  
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**Special Operations Bureau/Traffic Company – Traffic Collision Investigator Application**

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Training:

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

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Prior related experiences:

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Relevant special knowledge, skills or abilities:

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Reason for requesting assignment to the position:

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

Signature:

Date:

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