



DEPARTMENT NOTICE

22-004
01/11/22

Position Opening: Field Operations Bureau- Alcohol Beverage Control Liaison (ALU)/Permit Unit – Sergeant

The Field Operations Bureau is currently accepting applications for the full-time position of Alcohol Liaison (ALU)/Permits Unit Sergeant. This is an excellent opportunity to learn the alcohol liaison and permit process of the San Francisco Police Department.

There is 1 position available.

Duties include but are not limited to:

- Supervising investigations pertaining to permanent licensing of business premises within the City and County of San Francisco in relation to alcohol and tobacco products.
- Assists outside agencies regarding enforcement of alcohol/tobacco laws.
- Supervising and conducting alcohol/tobacco decoy operations, inspections and participating in city wide special events.
- Supervising and managing permit application files.
- Conducting permit inspections throughout the city.
- Working with district stations' permit officers and other department personnel.
- Working with numerous other city departments regarding permit, alcohol, and tobacco issues.
- Researching city and state codes for compliance.
- Supervising permit recommendations for the weekly Public Hearings.
- Supervising investigations for businesses operating without a required valid police permit.

Schedule:

Day shift: (10-hour days), Monday to Thursday or Tuesday to Friday. The ALU/ Permits Sergeant must be willing to work overtime and extended hours if necessary.

Minimum Qualifications:

1. Hold the rank of Sergeant, Assistant Inspector, or Inspector.
2. Must have completed probation as a Sergeant, Assistant Inspector, or Inspector with SFPD.
3. Must have a minimum 2 years of experience as a Sergeant, Assistant Inspector, or Inspector with SFPD.

Desirable Qualifications include:

- A positive personnel history including supervisory recommendations, performance evaluations, DABOR record, Internal Affairs disciplinary record, EEO history, DPA complaints and lawsuit history.
- Excellent written and oral communication skills.
- Competence with Microsoft Word and Excel.
- Ability to relate tactfully and effectively with personnel at all levels, as well as with other government agencies.
- Ability to work effectively in a team environment.
- Ability to work independently and exercise sound judgement.
- Strong oral communication skills.

Step 1: Deadline

- **The application deadline is 2/1/22.**

Step 2: How to apply

Email Application (blank application attached): to SFPDHR@sfgov.org **Subject:** ALU Sgt.
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 shall 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 with any questions.
- An oral interview.
- 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, 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 who will provide additional information.

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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 _____ Months _____ Yrs. _____

Date of Appointment (SFPD):

Officer Start Date _____ End Date _____ Months _____ Yrs. _____

Probation End Date _____

Current Assignment: _____ Start Date _____ Months _____ Yrs. _____

Supervisor: _____

Commanding Officer: _____

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Education:

Training:

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

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

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Reason for requesting assignment to the position:

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

Signature:

Date:
