



# DEPARTMENT NOTICE

23-063

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## Position Opening: Burglary Sergeant

The Investigations Bureau is accepting applications for Sergeant/Inspector position in Burglary. The Burglary Unit is assigned all residential, commercial and auto burglaries, including “Hot Prowls” and organized retail theft.

This Department Notice and interview process will be used to fill any Burglary openings in the next 6 months.

### **Duties include but are not limited to:**

- Managing complex crime scenes
- Immediately following up on active leads
- Coordinating the response of support units
- Notifying/updating superiors during rapidly unfolding investigations
- Authoring arrest and search warrants
- Receiving, transmitting, and keeping sensitive criminal and administrative information confidential

### **Work Schedule:**

The Burglary Sergeant/Inspector will work:

- Day shift: (10-hour days), Monday to Thursday or Tuesday to Friday
- On-call schedule rotation for nights and weekends varies based on the staffing levels.

**Note:** The Sergeant/Inspector must be willing to work some weekends, overtime, and extended hours depending on the needs of the Department.

### **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.

### **Additional desirable qualifications include but are not limited to:**

- Strong writing, spelling, grammar, and analytical skills
- Experience conducting criminal investigations
- Training in plainclothes operations or willingness to be trained in plainclothes operation
- Proficiency in using office technology (email, smartphone, Microsoft Office, etc.)
- Ability to relate tactfully and effectively with personnel at all levels and other government agencies, and families of homicide victims.
- Experience writing and obtaining arrest and search warrants
- Strong interview and interrogations skills

- Ability to effectively perform duties in a confidential and challenging work setting
- Ability to work effectively in an investigative team, give/accept direction to/from peers
- Ability to work independently and exercise sound judgment
- Strong work ethic

### **Selection Procedures:**

#### **Step 1: Deadline**

- **The application deadline will be Thursday, May 4, 2023.**

#### **Step 2: How to apply**

- Email Application (blank application attached): to [REDACTED]
- Subject: Burglary

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.

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] 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 about the directive.*