



DEPARTMENT NOTICE

24-018

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Position Opening: Alcohol Beverage Control Liaison (ALU)/Permit Unit – Officer

The Field Operations Bureau is currently accepting applications from officers interested in working in the Alcohol Liaison (ALU)/Permits Unit. 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:

- Investigating all matters 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.
- Conducts alcohol/tobacco decoy operations, inspections and participates in city wide special events.
- Coordinate, manage and investigate permit application files.
- Conduct permit inspections throughout the city
- Work with district stations' permit officers and other department personnel
- Work with numerous other city departments regarding permit issues
- Research city and state codes for compliance
- Represent the San Francisco Police Department and present permit recommendations at the weekly Public Hearings
- Investigate businesses operating without required police permits and take necessary enforcement action.

Work Schedule:

The ALU/Permits Officer will work:

- Day shift: 4/10s, Monday–Thursday or Tuesday-Friday, and must be willing to work some overtime and weekends

Minimum Qualifications:

*Minimum qualifications must be met by the application deadline, unless otherwise stated.

- Hold the rank of Officer
- Must have completed probation as an Officer with SFPD
- Must have minimum 3 years of sworn law enforcement experience

Additional desirable qualifications include but are not limited to:

- 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.
- Experience with investigative techniques and case file management

- Experience working in plainclothes and with undercover/decoy operations
- Strong leadership skills as demonstrated by work history.
- Ability to work independently and exercise sound judgement.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Wednesday, February 21st, 2024.**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
 - Subject: ALU Q2
- 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 PowerDMS 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 made to [REDACTED], who will provide additional information.