



DEPARTMENT NOTICE

24-089

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Position Opening: Community Engagement Division (CED) Sergeant

The Field Operations Bureau (FOB)/Community Engagement Division (CED) is seeking qualified applicants for the Community Engagement Sergeant position. The position is located in the Community Engagement Division at Police Headquarters.

There is one (1) position available.

The position is comprised of 11 specialties, shared with another CED Sergeant:

1. Youth and Community Engagement Unit Responsibilities
2. Community Liaison Officer (CLO) Coordinator
3. Community Liaison Unit (CLU) Supervisor
4. Chief's Community Police Advisory Forums (CCPAF) Coordinator
5. Language Access Services Supervisor (LEP)
6. Auxiliary Law Enforcement Response Team (A.L.E.R.T.) Supervisor
7. Community Police Academy (CPA) Supervisor
8. SFPD Reserve Officer Program Supervisor
9. SFPD Cadet Program Supervisor
10. SF Police Athletic League Supervisor
11. Wilderness Program

Duties of the CED Sergeant include but are not limited to:

Youth and Community Engagement Unit Responsibilities:

- Supervising CED personnel, including Officers, Reserve Officers, Cadets, PSAs, Ambassadors, and A.L.E.R.T. members.
- Coordinating and attending community events.
- Organizing operations such as toy drives, turkey giveaways, etc.
- Representing the Department at various community functions/meetings.
- Collaborate with our community partners, faith-based organizations, nonprofit organizations, etc., to better establish our department's commitment to strengthening our relationships with all segments of our community.

Community Liaison Officer (CLO) Coordinator:

- Lead monthly meetings with District Stations CLO's.
- Serve as the Liaison between the CLO's and CED.
- Ensure CLO's are planning community events and following their District's Annual Community Policing Plan.

Community Liaison Unit (CLU) Coordinator:

- Compliance with all aspects of DN 21-006 *Community Liaison Unit*.
- Serve as a Liaison between SFPD and victims of prejudice based and hate crimes.
- Ensure victims are connected with a wide range of services and assisted in the investigative process.

Chief's Community Police Advisory Forums (CCPAF) Coordinator:

- Serve as the Liaison between the Advisory Forums and CED.
- Ensure compliance with all aspects of DGO 1.08 *Community Policing*.
- Receive SFPD 598A forms and respond with proposed disposition of the issue/request.

Supervising the member responsible: Language Access (LEP)

- Compliance with all aspects of DGO 5.20 *Language Access Services for Limited English Proficient Persons*.
- Coordinating language access training at the Academy.
- Coordinating interpreter training for qualified bilingual members.
- Overseeing the LEP data collection.

A.L.E.R.T. Coordinator:

- Serve as the Liaison and coordinator for the A.L.E.R.T. program.

Community Police Academy (CPA) Supervisor:

- Supervise the officer/non-sworn member assigned to administer the CPA Program.

SFPD Reserve Officer Program Supervisor:

- Supervise the 29-member team of Reserve Officers.
- Ensure all Reserve Officers are in compliance with SFPD mandates: Semiannual Range Qualification, Advance Officer training, Power DMS, etc.

SFPD Cadet Program Supervisor:

- Establish and supervise Academy training for new cadets.
- Assign and maintain accountability of all Department cadets.
- Ensure cadet compliance with Department policies and guidelines.

SF Police Athletic League Supervisor:

- Oversee all PAL programs (Jiu-jitsu, PAL Cadets, Annual Golf Tournament, Basketball Camp, etc.)
- Supervise all officers assigned to PAL as they lead and mentor city youth.

Work schedule:

The CED Sergeant will work:

- Day Shift (10-hour days) Monday-Thursday or Day Shift (8-hour days) Monday-Friday

* Members may be required to adjust their schedules for special assignments or events which may occur on evenings and weekends.

Minimum Qualifications:

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

- Hold the rank of Sergeant.
- Must have completed probation as a Sergeant, Assistant Inspector, or Inspector with SFPD.

Additional desirable qualifications include but are not limited to:

- Work collaboratively with Sergeants/Supervisors assigned to the CED to accomplish DOJ mandates, goals, and daily assignments.
- Competence using HRMS and Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.).
- Excellent written and oral communication skills.
- Ability to work independently and be self-motivated.
- Possess strong time management skills.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Saturday, June 1, 2024.**

Step 2: How to apply

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

Once your application is received, you will receive a confirmation email within five business days.

Note:

- Resumes are optional and may include work experience, education, POST coursework, 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.

Applicants 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 sent to sfpd.writtendirectives@sfgov.org, who will provide additional information.