



DEPARTMENT NOTICE

24-094

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Position Opening: Academy - Field Training Office (FTO) Officer and Sergeant

The Department is seeking qualified officers and sergeants to take an active role in the Field Training Program to assist in the training and development of new officers. At the Field Training Office, you can have a direct and positive impact on building and ensuring the future of this Department. This position can be a rewarding experience that can also enhance your career development and keep you up to date with current laws, policies, procedures, and Academy training.

THESE POSITIONS ARE DIFFERENT FROM THE POSITION OF AN FTO OFFICER OR SERGEANT ASSIGNED TO A DISTRICT STATION.

This Department Notice and interview process will be used to fill any openings in the next 12 months.

Duties include but are not limited to:

- Training, mentoring, and counseling trainee officers
- Monitoring the progress of trainee officers
- Maintaining records and documents
- Ensuring compliance with FTO program policy
- Teaching FTO mandated courses
- Completing special projects in furtherance of the FTO program mission

Work Schedule:

The FTO Officer/Sergeant will work:

- Day shift: 4/10s, Monday-Thursday or Tuesday-Friday, and may be required to adjust their schedules, and work extended hours or overtime.

Minimum Qualifications:

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

Officer Position

- Hold the rank of Officer.
- Must have completed probation as an Officer with SFPD.
- Must have 2 years of patrol law enforcement experience after completing probation.
- Must have prior experience as an FTO.

Sergeant Position

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

Additional desirable qualifications include but are not limited to:

- Experience with coaching, training, teaching, or counseling.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Completed Instructor Development Course.
- Competence with Microsoft Word and Excel.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Wednesday, June 12, 2024.**

Step 2: How to apply

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

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