



# DEPARTMENT NOTICE

24-131

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## **Position Opening: Policy Development Division (PDD) Sergeant or Officer**

The Policy Development Division (PDD) is accepting applications for Sergeant/Inspector or Officer position in the Policy Development Unit (PDU).

PDD is comprised of three units: The Policy Development Unit (PDU), the Written Directives Unit (WDU), and the Working Group Unit (WGU).

PDU is tasked with writing/developing department policy through researching national practices, IACP Law Enforcement Policy Center, Major City Chiefs, Lexipol, RAND Corp, PERF and other law enforcement agency policies. This unit will review and consolidate relevant Department Bulletins, Notices, and other written directives into DGOs and will capture needs of internal units under Field Operations, Academy Training Division, Risk Management, the Labor Unit etc. This policy writing unit will consult with the identified Deputy Chief and Subject Matter Expert (SME) to ensure the draft policy is operationally practical.

This unit works closely with the WDU and the WGU to develop and issue policies to Department members. PDD ensures policy discussions or agreements between the Department, the Department of Police Accountability (DPA) and any other stakeholder are received, tracked, or responded to in a transparent and consistent way.

There is one position available.

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

- Serve as a policy writing lead on behalf of the subject matter experts and Executive Sponsors (typically a Deputy Chief).
- Conduct policy research and draft policies.
- Conduct outreach to members to build awareness and understanding for SFPD's policy work.
- Perform complex analysis and develop presentations to support translation of department policy goals and objectives internally and to external partners, including oversight bodies.

### **Work Schedule:**

The PDU Sergeant or Officer will work:

- Day shift: (4 days, 10-hour shift), Monday to Thursday or Tuesday to Friday

### **Minimum Qualifications:**

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

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

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

- Exceptional interpersonal, oral, and written communication skills.
- Proficiency in using office technology (email, smartphone, Microsoft Office, etc.)
- Experience or interest in writing and researching policy.
- Ability to work independently and exercise sound judgment.
- Self-motivated and proactive.
- Ability to work with cross-functional teams.

### **Selection Procedures:**

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

- **The application deadline will be Saturday September 2024.**

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

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

#### **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](mailto:sfpd.writtendirectives@sfgov.org), who will provide additional information.*