



# DEPARTMENT NOTICE

24-185

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## **Position Opening: Academy Recruit Training Officer (RTO)/Basic Academy Supervisor**

The Academy is seeking applicants for the Sergeant position in Academy Recruit Training Officer (RTO)/Basic Academy office.

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

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

- Supervise the members of the Recruit Training/Basic Office.
- Supervise and oversee the training of the recruit officers while they are assigned to the Academy.
- Serve as a primary instructor for lectures when needed.
- Participate in physical exercise activities.
- Coordinate schedules for instructors teaching the RTO/Basic Academy courses.
- Complete all training required by P.O.S.T. for an RTO/Basic Office supervisor.
- Serve as role model to trainees in ethics and job knowledge.

### **Work Schedule:**

The RTO Sergeant will work:

- Early/late day shift: 4/10s, Monday–Thursday, and may be required to adjust their schedules for special assignments

### **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 with SFPD

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

- Flexible and highly motivated team player
- Good organizational and time management skills
- Good communication skills, experience in teaching, mentoring, coaching, and counseling
- Excellent physical condition
- Completed Instructor Development Course
- Field Training Officer (FTO) experience
- Experience with Microsoft Office

## Selection Procedures:

### Step 1: Deadline

- **The application deadline will be Saturday, December 7, 2024.**

### Step 2: How to apply

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