



DEPARTMENT NOTICE

25-025

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Q50 Sergeant Examination Update

The application filing period for the Q50-Sergeant examination will begin on Monday, February 24, 2025, and conclude on Monday, March 10, 2025. Please see the attached examination announcement containing pertinent information. Members can apply for the Sergeant examination at <https://careers.sf.gov/>.

Any specific questions about the announcement may be directed to the DHR Public Safety Team at DHR-PublicSafety@sfgov.org.

A handwritten signature in blue ink that reads "William Scott".

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.



SF | Careers

Q050-Sergeant, (Police Department)

- SFPD Headquarters, 1245 3rd St, San Francisco, CA 94158, USA
- Full-time
- Certification Rule: Rule of 10
- Job Code and Title: Q050-Sergeant, (Police Department)
- Fill Type: Permanent Civil Service

Company Description

Application Opening: February 24, 2025

Application Deadline: March 10, 2025

Compensation Range: \$171,314 Yearly

Recruitment ID: C00317

Job Description

Under direction, as a sworn member of the San Francisco Police Department, the Q050 Sergeant's duties may include but are not limited to: supervising field incidents, crime scenes or special events; monitoring, directing, evaluating, coaching and training subordinate personnel; reviewing documents and preparing routine paperwork; interacting with SFPD members, other city departments and law enforcement agencies; performing routine law enforcement field operations and station keeper duties; serving arrest and search warrants; collecting and processing physical evidence; interacting with victims, witnesses, and suspects during investigations; follow-up investigation, case management, and prosecution. A Q050 Sergeant is a first line supervisor position in the San Francisco Police Department and may be assigned to Field Operations, Investigations, and Administration Bureaus base on the needs of the department.

Qualifications

MINIMUM QUALIFICATIONS

1. Sworn members of the San Francisco Police Department who have completed probation as a Q002 Police Officer and possess a minimum of three (3) years of experience with the SFPD at the rank of Q002 Police Officer or higher as of close of the application filing date. Length of service is calculated from completion of probation;

AND

2. Possession of a POST Intermediate Certificate (or more advanced POST certificate) issued by California Department of Justice, Commission on Peace Officer Standards and Training;

AND

The requirements for a POST Intermediate Certificate (as specified in SFPD Department Notice #23-053) are:

- Baccalaureate degree, plus two years law enforcement or;
- Associate degree, plus four years law enforcement or;
- 45 college units, plus four years law enforcement and 45 training points or;
- 30 college units, plus six years law enforcement and 30 training points or;
- 15 college units, plus eight years' law enforcement and 15 training points;

AND

3. Possession of a valid Class C California Driver license. Evidence of possession of this license does not have to be provided but is a condition of continued employment.

Applicants must meet minimum qualifications (1) and (3) above by application filing deadline to be considered a “qualified candidate”. Evidence of possession of the POST Intermediate Certificate must be submitted no later than 1600 on June 30, 2025, to dhrr-publicsafety@sfgov.org. Candidates who do not provide a certificate by June 30, 2025, will be disqualified from the selection process.

SELECTION PLAN

The selection process will consist of components such as the following: job knowledge test, job task simulation such as role-play and/or tactical exercises. A pass point will be established after administration of the job knowledge test, and only candidates scoring at or above that minimum passing score will be invited to participate in subsequent components of the examination. Final scores will be based on a composite of the scores from the job task simulation exercise(s). The job knowledge test is tentatively scheduled to be administered in April 2025, and the Assessment Center (AC) is tentatively scheduled to be administered in May 2025. Qualified applicants will be notified of the exact date, time, and location for the test components.

SELECTION PROCEDURES

Q050 Sergeant Examination Preparation Guides

A description of the examination process will be included in Preparation Guides. Preparation Guides will also list the job-related duty areas and the knowledge, skills, and abilities to be evaluated in each test component, as well as specific reading materials [e.g., Department Bulletins, Department General Orders, State and local penal codes, etc.] with which candidates should be familiar for test purposes. Preparation Guides for each component will be made available approximately thirty (30) days prior to the administration of the component.

Certification Rule:

The certification rule for the eligible list resulting from this test will be Rule of Ten (10) Scores.

Eligible List:

The duration of the eligible list produced from this exam will be twenty-four (24) months and may be extended up to twelve (12) months upon approval of the Human Resources Director. In accordance with CSC Rule 212.14, any eligible who fail to maintain the qualifications required by laws and by the terms of the examination announcement (including receiving a subsequent sustained allegation that involves racism) will be removed from the eligible list.

Secondary Criteria:

When making appointments, the Appointing Officer will consider the following secondary criteria:

- Assignments
- Training
- Education
- Community involvement
- Special qualifications
- Commendations/awards
- Bilingual certification
- Discipline history

Additional Information

Terms of Announcement and Appeal Rights:

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by

federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website

at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.] The terms of this announcement may be appealed under Civil Service 211.6. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by the Department of Human Resources/Examination Division of the Police Department within five (5) calendar days from the issuance date. Information concerning other Civil Service Commission Rules involving announcements, applications and exam policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

- [Information About the Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process.

Visit <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/> and begin the application process.

- Select the “I’m Interested” button and follow instructions on the screen

Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up to date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses: @sfgov.org and @smartrecruiters.com.

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should

retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

Exam Analyst Information: If you have any questions regarding this recruitment or application process, please contact the exam analyst, Deana Kwan, at Deana.Kwan@sfgov.org.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.