



A  
16-008  
01/29/16

## Sworn Promotional Exam Minimum Qualifications

Below is a listing of minimum qualifications for promotional examinations for sworn members of the San Francisco Police Department (SFPD).

### Q80 – Captain:

- Sworn members of the SFPD who have successfully completed their one (1) year probationary period as a Q60 Lieutenant and have two (2) additional years of experience with the SFPD at the rank of Q60 Lieutenant;
- Possess a POST Management Certificate issued by the Commission on Peace Officer Standards and Training, or is qualified and has applied for a POST Management Certificate issued by the Commission on Peace Officer Standards and Training;
- Possess a valid Class C California Driver License.

### Q60 – Lieutenant:

- Sworn members of the SFPD who have successfully completed their one (1) year probationary period as a Q50 Sergeant and have two (2) additional years of experience with the SFPD at the rank of Q50 Sergeant;
- Possess a POST Supervisory Certificate issued by the Commission on Peace Officer Standards and Training, or is qualified and has applied for a POST Supervisory Certificate issued by the Commission on Peace Officer Standards and Training;
- Possess a valid Class C California Driver License.

### Q50 – Sergeant:

- Members at the rank of Q2 Police Officer or higher who have successfully completed their probationary period and two (2) additional years of experience as a sworn member of the SFPD;
- Possess an Intermediate POST Certificate issued by the Commission on Peace Officer Standards and Training, or is qualified and has applied for an Intermediate POST Certificate issued by the Commission on Peace Officer Standards and Training;
- Possess a valid Class C California Driver License.

If the first component of a promotional examination is administered between January 1<sup>st</sup> and June 30<sup>th</sup> all requirements must be met by June 30<sup>th</sup>. If the first component of a promotional examination is administered between July 1<sup>st</sup> and December 31<sup>st</sup> all requirements must be met by December 31<sup>st</sup>.

When promotional examination announcements are posted, Commanding Officers are directed to make every reasonable attempt to contact members under their command who are on leave, and who may qualify based on the minimum qualifications listed above, to notify them of such promotional examinations and to document those efforts. Officers on long term leave who have been transferred to the Staff Services Division will be notified by the Commanding Officer of Staff Services.

Any specific questions about the examination schedule may be addressed to the DHR Public Safety Team Examination Unit at (415) 551-8940.

(over)

## Requirements for POST Certificate

### Management Certificate

1. Possess or be eligible to possess an Advanced Certificate and
2. 60 college units, plus 2 years experience of Middle Management (Lieutenant) and
3. Completion of Middle Management Training.

### Supervisory Certificate

1. Possess or be eligible to possess an intermediate certificate and
2. 60 college units, plus two years in a supervisory position and
3. Completion of Supervisory Course.


### Advanced Certificate

1. Master degree, plus four years law enforcement or;
2. Baccalaureate degree, plus six years law enforcement or;
3. Associates degree, plus nine years law enforcement or;
4. 45 college units, plus nine years law enforcement and 45 training points or;
5. 30 college units, plus twelve years law enforcement and 30 training points.

### Intermediate Certificate

1. Baccalaureate degree, plus two years law enforcement or;
2. Associate degree, plus four years law enforcement or;
3. 45 college units, plus four years law enforcement and 45 training points or;
4. 30 college units, plus six years law enforcement and 30 training points or;
5. 15 college units, plus eight years law enforcement and 15 training points.

Per DB 15-141, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.

  
GREGORY P. SUHR  
Chief of Police