



DEPARTMENT NOTICE

21-017
01/29/21

Position Opening: Recruitment Sergeant

The Staff Services Division is seeking qualified applicants for the position of Recruitment Unit Sergeant. The position is responsible for all recruitment related events and activities for SFPD. There is one position available.

Duties include but are not limited to:

- Leading sworn and professional staff (full and part time recruiters).
- Participating in recruitment job fairs, workshops, and other types of community events.
- Presenting to college and community groups about career opportunities with SFPD.
- Travelling to other cities to attend and host recruitment events.
- Maintaining and managing safety plan during physical agility test at all workout sessions.
- Providing mentorship to SFPD applicants.
- Providing test prep assistance to SFPD applicants.
- Tracking applicant status and maintaining contact with applicants.
- Coordinating SFPD recruitment related advertising and marketing projects (example: Radio, TV, Billboards, Muni, BART, etc.)
- Managing all social media accounts (example: Twitter, Instagram, Facebook, etc.)
- Facilitating meetings and presenting recruitment data to and in coordination with Command Staff.
- Creating and presenting recruitment plans and results for Command Staff and various City agencies.
- Coordinating recruitment events with specialized units in the Department (example: Marine Unit, K-9, & Fleet, etc.)
- Partnering closely with Academy, Backgrounds Unit, Department of Human Resources (DHR) and the Community.
- Annual requirements:
 - Creating the Year-in-Review report for Command Staff (Jan-Dec).
 - Attending and coordinating annual recruitment training for all members in the Recruitment Unit.

Work Schedule:

The Recruitment Sergeant will work Day Shift (8-hour days) Monday-Friday. Members may be required to adjust their schedules for special assignments or events. Weekend and out of town/ state work may be required.

Minimum Qualifications:

- Hold the rank of **Sergeant or Inspector**
- Must have a minimum 3 years of experience as a Sergeant or Inspector

Additional Desirable Qualifications include:

- A positive personnel history including supervisory recommendations, performance evaluations, DABOR record, Internal Affairs disciplinary record, EEO history, DPA complaints and lawsuit history.
- Complete the P.O.S.T. Instructor Development Course.
- Complete the P.O.S.T. Media Relation Course.
- Experience as a Field Training Officer (FTO).
- Experience as a Recruit Training Officer (RTO).
- Experience using Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, etc.)
- Experience facilitating/coaching/participating in sports and or fitness related activities.
- Experience using all social media platforms (example: Twitter, Instagram, Facebook, etc.)
- Ability to work effectively with community members.
- Excellent written and oral communication skills.
- Ability to work independently and be self-motivated.
- Working knowledge of the President's Task Force on 21st Century Policing Report as well as the SFPD's Racial Equity and Inclusion Action Plan.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be 21 days after the date of this email.**

Step 2: How to apply

- Email Application (blank application attached): to SFPDHR@sfgov.org
Subject: Recruitment Sgt.
- Once your application is received, you will receive a confirmation email within one business day.

Note:

- Resumes are optional and may include work experience, education, POST course work, awards, special skills and references.
- Applicants who previously applied for the position within this unit and who were not selected shall re-apply if still interested in the position.

Step 3: Selection Process

- The selection process will consist of:
 - A review of submitted applications and resumes (if included) to ensure all applicants meet the minimum requirements.
 - Candidates who meet the minimum qualifications will be invited to participate in an oral interview. Please email SFPDHR@sfgov.org with any questions.
 - An oral interview
- 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, Penny Si, at 415-837-7221 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 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.

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Date: _____

Name: _____ Star#: _____

Last First MI

Current Schedule & Days off: _____

Previous Law Enforcement Experience:

Dept/Agency(s) _____

Position/rank _____ Yrs. _____ Months _____

Dates of Appointment (previous Dept/ Agency) :

Start Date _____ End Date _____ Months _____ Yrs. _____

Date of Appointment (SFPD):

Start Date _____ End Date _____ Months _____ Yrs. _____

Sergeant Appointment Start Date _____ Months _____ Yrs. _____ Probation End Date _____

Current Assignment: _____ Start Date _____ Months _____ Yrs. _____

Supervisor: _____ Commanding Officer: _____

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Education:

Training:

Department Experience (List previous assignments and length of time assigned):

Relevant experiences, special knowledge, skills and/or abilities:

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Reason for requesting assignment to the position of **Recruitment Sgt:**

IF NECESSARY, PLEASE ATTACH ADDITIONAL SHEETS TO ANSWER THE ABOVE QUESTIONS

Signature:

Date:
