



DEPARTMENT NOTICE

21-081
05/06/21

The Sworn Promotional Process (Re-issue DB 19-003)

The San Francisco Police Department (SFPD) is committed to transparency with all promotional processes. In addition to the Department of Human Resources (DHR) notifications, promotional exams are announced to everyone through Department Notices. Once announced, qualified applicants will receive further instructions pertaining to the application process and how to proceed.

A job description is included in the announcement to communicate what the positions entails as well as the minimum qualifications to apply.

Below please find Frequently Asked Questions (FAQ's) about the Police-Sworn Promotions:

Q. What are the steps to apply for a sworn promotion examination (Q-50 Sergeant, Q-60 Lieutenant and Q-80 Captain) at the San Francisco Police Department (SFPD)?

1. Apply through the (DHR) website, the exam announcement is distributed by department notice. You can also sign up to receive notice of exam announcements under "Job Opportunities" on the DHR website. Your application must be received by the applicable deadline.
2. Receive a notice from a notice from DHR telling you whether you are qualified to take the exam.
3. If you are qualified to take the exam, you will receive an exam preparation guide (30) days prior to the exam.
4. DHR schedules you for the exam unless there is an opportunity to schedule it yourself. This is dependent on the number of applicants taking the exam.
5. DHR will send you a confirmation of your exam time (10) days prior to your exam date.
6. Take all applicable exam components.
7. DHR will notify you of your position on the eligible list after all exam components are scored.
8. Your cumulative exam score will be ranked on an eligible list.

9. Following the completion of an examination, a tentative eligible list shall be posted for public inspection for a minimum of four (4) business days on the DHR website. During the posting of the tentative eligible list, participants shall be allowed to inspect their scores and the tentative eligible list. The score notice from DHR will also include a link to view the eligible list.

If no appeals are received during the posting period, DHR will adopt the list of eligible candidates. If appeals are received during the applicable filing period, the investigative action of the Human Resources Director shall be expedited so that the final adoption of the eligible list is not delayed beyond sixty (60) days after the date of posting except for reasons beyond the control of the Director or designee.

10. As the department has vacancies, the department may request DHR to provide the names of the candidates eligible for consideration based on the Civil Service (rule of ten). [CSC Rule 213.7]. Any changes to this rule would require meet and discuss (confer) between the Civil Service Commission and the Union (POA).
11. The names of eligible candidates will be sent to the SFPD for consideration and each candidate will be notified accordingly.
12. You will have an opportunity to provide your qualifications during the secondary criteria process noted in the exam announcement, and when applicable participate in a scheduled interview which may consist of Command Staff and Professional Staff.
13. The Chief of Police makes all selection appointments.

Q. What are my protest rights while at the exam site?

A. If you believe there was a problem with the way the exam was facilitated you have five days to protest. For example, you can protest if you feel someone may have received more time or information than you did. It is in your best interest to identify your concern about the exam component before you leave the exam site. It is much easier to find a remedy for your concern at this time. Once you leave the exam site, you must submit your concerns with DHR.

DHR-Publicsafety@sfgov.org.

Q. Why can't candidates see their answers to the exam?

A. Civil service rules preclude candidates from seeing their answers or the scoring key. Civil Service Rules can be reviewed on the city website <https://sfgov.org/civilservice/rules>.

Q. There are so many ways to handle different situations on the job. Are the raters looking for one specific answer to each question?

A. The raters are Subject Matter Experts (SMEs) and are evaluating the strength of an answer. The majority of ratings are based on a scoring meter that starts at zero: an answer is given more

or less weight based upon a better or worse response when compared to the “keyed” responses. A major benefit of having SMEs as raters is that their experience enables them to decipher answers that speak to the same point, but do not exactly match the answer key.

Q. How are candidates selected from an eligible list?

A. Rule of Ten: Civil service rules allow (10) scores to be considered on police promotional exams. This means all candidates whose scores are in the top ten ranks can be considered for a vacancy. When there is one vacancy, (10) scores are available; when there are two vacancies, (11) scores are available; when there are three vacancies, (12) scores are available; etc.

The Police Chief can also consider secondary criteria to select candidates from the eligible list.

Additionally, promotional candidates may be invited to an interview when being considered for appointments during the Secondary Criteria process. The interview-promotional panel may consist of SFPD Command Staff and Professional Staff.

Q. How does prior disciplinary factor into consideration for promotional opportunities?

A. Formal reprimands without further penalty will not be considered for purposes of promotion after the formal reprimand has been in the employee’s personnel file for two (2) years or after the earlier of the two time periods noted below have elapsed; not later than three (3) years from the date the complaint against the officer is filed, absent requests for hearing, appeals, delays requested by the employee or the Union, and the tolling of time periods under Public Safety Officers Procedural Bill of Rights Act (POBR) will not be considered for purposes of promotion; not later than two (2) years from the notice of intent to reprimand, absent requests for hearing, appeals, delays requested by the employee or the Union, and the tolling of time periods under POBR will not be considered for purposes of promotion; and formal reprimands with additional penalty more than five (5) years old will not be considered for purposes of promotion. The Chief approaches prior disciplinary matters with discretion, while understanding any disciplinary matter(s) that have not expired by the aforementioned timelines is not an automatic disqualification from promotion opportunity.

Q. Why are there different exam components?

A. The exam is meant to simulate the job as much as possible. The more of the job you test, the more you can accurately predict successes. Exam components may include job simulations, work samples, and other measures of technical knowledge. Exam components are listed on the exam announcement.

Q. How often do you give promotional exams?

A. DHR’s objective is to administer promotional exams every three years, and to have a new eligible list in place shortly after the current list expires.

Q. Can an adopted eligible list be extended?

A. An adopted eligible list can be extended up to 12 months at the Department's discretion with final approval from the DHR director.

Q. How do I qualify to participate in a promotional exam?

A. The minimum qualifications for any police promotion are listed on the exam announcement, posted in a department notice and can also be found on the city DHR job application website. For example, these are the most recent minimum qualifications for the applicants for Sergeants which were taken from the City DHR job announcements:

Sergeant (Q50) minimum qualifications (EXAMPLE)

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. Length of service is calculated from date of swearing in;

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 are:

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;

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.

OTHER DISQUALIFIER

Subject to the current terms of the Memorandum of Understanding, any applicant with a sustained allegation of misconduct for race-based conduct, for example, use of racial slurs, racial bias, racial disparate behavior or treatment of others or selective enforcement based on race, may be prohibited from moving forward in the selection process. Examples of disqualifying misconduct include, but are not limited to, violations of Department General Orders 5.17 or 11.07 that involve sustained allegations of racism. A sustained allegation of misconduct means all appeal rights have been exhausted (i.e., the member received notice of the allegation and

either (1) did not contest the finding and accepted the recommended discipline; or (2) appealed the recommended discipline, and after an appeal hearing in accordance with the current MOU and POBR, a sustained finding of misconduct was issued).

Please Note: The above information was taken from the most recent job postings from DHR and is subject to change. Dates for deadlines and meeting the minimum requirements in order to be eligible will vary depending on the issuance date of the job announcement via DHR.

Q. If I earned a POST Supervisory Certificate 10 years ago and submitted the certificate for a previous exam, do I still need to provide it to qualify for an exam?

A. Yes. DHR does not retain records of past POST certificates.

Q. How are exams developed?

A. DHR's Public Safety Team first conducts a detailed job analysis. The job analysis identifies important and frequent tasks performed by those already in the position; and the knowledge, skills, and abilities needed to perform those tasks. Using the job analysis results, the Public Safety Team works with an Exam Development Committee to develop exam components.

Q. Who develops the exams?

A. The DHR Public Safety Team works with an Exam Development Committee which includes SMEs from within the SFPD and contractors to develop exam components.

Q. What is a Subject Matter Expert (SME)?

A. Subject Matter Experts (SMEs) are members in the department that have been identified to participate in the promotional exam development process. SMEs may include incumbent officers who hold the rank for the exam being created as well as higher ranking officers in the department. SMEs are experts that reflect a diverse background, expertise, training, and experience.

Q. Why do SMEs have to participate in job analysis?

A. SMEs are selected to participate in the initial job analysis which is the basis for the exam. As experts in the field, SMEs are the most valuable source of information about sworn positions. To develop a high-quality exam, it is important to involve a wide variety of experts.

Q. How are exam raters selected?

A. DHR surveys similar departments nationwide to identify a diverse pool of qualified individuals at or above the rank being tested.

Q. What is the Secondary Criteria?

A. Secondary Criteria: When making appointments, the Appointing Officer may consider the following secondary criteria which are listed on DHR job announcements:

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

Additionally, promotional candidates may be invited to an interview when being considered for appointments during the Secondary Criteria process. The interview-promotional panel may consist of SFPD Command Staff and Professional Staff.

Detailed explanation of the Civil Service Rules may be found at website link :

<https://sfgov.org/civilservice/rules>.

Any specific questions about any promotive rank examination schedule may be addressed to the Public Safety Team at DHR-Publicsafety@sfgov.org.

Chief Scott has an open-door policy to discuss any issues/concerns including promotional inquires.



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.