



DEPARTMENT NOTICE

23-112

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Position Opening: Policy Development Division (PDD) Sergeant

The Policy Development Division (PDD) is accepting applications for Sergeant/Inspector position in the Working Group Unit or the Written Directives Unit.

The Policy Development Unit is tasked with writing/developing department policy through researching national practices, IACP Law Enforcement Policy Center, Major City Chiefs, Lexipol, RAND Corp, PERF and other law enforcement agency policies. This unit will review and consolidate relevant Department Bulletins, Notices, and other written directives into DGOs and will capture needs of internal units under Field Operations, Academy Training Division, Risk Management, the Labor Unit etc. This policy writing unit will consult with the identified Deputy Chief and Subject matter Expert to ensure the draft policy is operationally practical.

The Written Directives Unit is tasked with tracking and issuing all written directives to members in accordance with *DGO 3.01 Department Written Orders*. This unit oversees the policy development cycle, specifically managing the DGOs after the concurrence draft is completed.

These units will work closely with each other and with the Policy Working Group Unit to establish a cohesive and streamlined policy development process for the Department. PDD ensures policy discussions or agreements between the Department, the Department of Police Accountability (DPA) and any other stakeholder are received, tracked, or responded to in a transparent and consistent way.

There are three (3) positions available.

Duties include but are not limited to:

- Serve as a conduit between working group members, SMEs, and SFPD Command Staff.
- Conduct outreach and ongoing communication to key community and city stakeholders to build awareness and understanding for SFPD's policy work.
- Perform complex analysis and develop presentations to support translation of department policy goals and objectives internally and to external partners, including oversight bodies.
- Conduct policy research and draft policies.
- Develop reports, utilizing appropriate tools and software.

Work Schedule:

The PDD Sergeant will work:

- Day shift: (4 days, 10-hour shift), Monday to Thursday or Tuesday to Friday

Minimum Qualifications:

*Minimum qualifications must be met by the application deadline, unless otherwise stated.

- Hold the rank of Sergeant, Assistant Inspector, or Inspector.
- Must have completed probation as a Sergeant, Assistant Inspector, or Inspector with SFPD.

Additional desirable qualifications include but are not limited to:

- Exceptional interpersonal, oral, and written communication skills.
- Proficiency in using office technology (email, smartphone, Microsoft Office, etc.)
- Experience or interest in writing and researching policy.
- Ability to work independently and exercise sound judgment.
- Self-motivated and proactive.
- Ability to work with cross-functional teams.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be 15 days after the date of this email.**

Step 2: How to apply

- Email Application (blank application attached): to SFPDHR@sfgov.org
- Subject: PDD

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 SFPDHR@sfgov.org 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, 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 about the directive.