



DEPARTMENT NOTICE

23-113

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Position Opening: Field Training Program - Officers & Sergeants

The Administration Bureau/Academy is seeking qualified officers and sergeants to take an active role in the Field Training Program to assist in the training and development of new officers. As a Field Training Officer or Sergeant, you can have a direct and positive impact on building and ensuring the future of this Department. These positions can be a rewarding experience that can enhance your career development and keep you updated with current laws, policies, procedures, and Academy training. Members from throughout the Department are encouraged to apply.

Duties include but are not limited to:

- Review trainees' incident reports
- Complete Daily Observation Reports (DORs)
- Serve as FTO for re-entry officers (that have been away from FOB 6 months or more)
- Serve as FTO for probationary officers who are placed on a PIP
- Patrol functions as outlined in DGO 1.03 (officers) and DGO 1.04 (sergeants).

Work Schedule:

The FTO Officer/Sergeant will work a regular patrol schedule. Members must be willing to work overtime and extended hours if necessary.

Minimum Qualifications:

Officer Position

- Hold the rank of Officer.
- Must have completed probation as an Officer with SFPD.
- Must have 2 years of patrol law enforcement experience after completing probation.

Sergeant Position

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

Note: Member may be transferred to an FTO station if the need arises.

Additional desirable qualifications include but are not limited to the following:

- Good written and verbal communication skills.
- Experience in teaching, coaching, and counseling.
- Flexible and highly motivated team member.
- Good organizational and time management skills.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be 30 days after the Department Notice issuance date.**

Step 2: How to apply

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

Subject: FTO

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 coursework, awards, special skills, and references.
- Applicants who previously applied for positions within this unit and who were not selected shall re-apply if still interested in the positions.

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.

Applicants 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