



DEPARTMENT NOTICE

23-130

Published: 08/03/23

Expires: 09/02/23

Position Opening: Body Worn Camera Unit (BWC) Sergeant

The Body Worn Camera Unit is seeking qualified applicants for the Body Worn Camera Unit (BWC) Sergeant position.

The Body Worn Camera Unit is responsible for the review and assignment of requests for BWC footage, auditing and reviewing BWC footage for timely and accurate tagging, troubleshooting non-technical BWC issues, development of BWC policy, and implementation of training for BWC usage.

There are two positions available.

Duties include but are not limited to:

- Supervise sworn and civilian professional staff.
- Respond to information requests from internal and external sources.
- Review and redact BWC footage for release to internal and external sources.
- Approve BWC footage for release to internal and external sources.
- Develop and implement Department wide policy and training regarding BWC.
- Work with the IT Department to address technical and non-technical issues.

Work Schedule:

The BWC Sergeant will work:

- Day Shift (10-hour days) Monday-Thursday, or Tuesday-Friday
or
- Day Shift (8 hour days) Monday - 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:

- Excellent written and verbal communication skills.
- Competence with Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.), evidence.com, CDW, and HRMS.
- Self-motivated
- Leadership development skills
- Ability to delegate and work both independently and as part of a small team.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be 30 days after the date of this email.**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
 - Subject: BWC
- 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.
- 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 [REDACTED] 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, [REDACTED], at [REDACTED] 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.