



# DEPARTMENT NOTICE

23-024

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Expires: 3/30/23

## Position Opening: Airport Bureau Range Sergeant

The Airport Bureau is currently seeking qualified applicants for a leadership position at the SFO Range and Training Facility in the rank of Sergeant. This is an excellent opportunity to work in a specialized unit and further leadership skillsets. The Range Sergeant supervises a team of highly qualified members with expertise in range operations, as well as firearms education, training, and safety.

The Airport Bureau Range Sergeant is responsible for supervising instruction that addresses safe, legal and the ethical use of firearms, firearm safety and related department policy and procedures.

There is 1 position available.

### **Duties include but are not limited to:**

- Lead communications with the Training Division, Field Tactics and Force Options and the Lake Merced Range, with an emphasis on providing the very best quality of instruction and service to our members.
- Support staff in range scheduling, to include in-service qualifications, specialized training and training opportunities for partner law enforcements agencies.
- Provide leadership for range staff member responsible for the completion of purchases to support range operations. This includes collaboration with the Airport Administration Fiscal Unit.
- Coordinate with staff in the development and presentation of education and training efforts, including but not limited to, Skill Builders, Patrol Rifle, AFOB Training Days, and SFO Incident Response Training.
- Facilitate range staff member professional development and training opportunities in the areas of instructor development, force options and firearm maintenance, etc.
- Evaluate and identify improvements of policy to address potential gaps of range operations.
- Ensure range operations and training opportunities are POST compliant.
- Provide updates from POST and new trends in firearm training and education.

### **Work Schedule:**

The Airport Range Sergeant will work:

- Day shift: 4/10s, Monday – Thursday or Tuesday – Friday

\*The Airport Range Sergeant must be willing to work overtime and extended hours as necessary.

### **Minimum Qualifications:**

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

- Hold the rank of Sergeant.
- Must have completed probation as a Sergeant with SFPD.
- Pass Firearms Proficiency Examination.
- Complete POST Instructor Development course within one year of selection.
- Complete Alameda County Sheriff's Department Firearm Instructor Course within one year of selection.

### **Additional desirable qualifications include but are not limited to:**

- A positive personnel history including supervisory recommendations, performance evaluations, CBOR record, Internal Affairs disciplinary record, EEO history, DPA complaints and lawsuit history.
- Excellent written and oral communication skills.
- Demonstrate the desire and ability to problem solve through shared perspectives.
- Ability to lead, motivate and inspire others through positive development.
- Flexible and highly motivated leader with a team mindset.
- Strong organizational and interpersonal skills.
- Obtain training and certification related to auditing.
- Train and become a certified Firearms Instructor, preferably within a year of assignment.
- Self-motivated and forward thinking about range operations and firearm training.

### **Selection Procedures:**

#### **Step 1: Deadline**

- **The application deadline will be Thursday, March 30, 2023.**

#### **Step 2: How to apply**

- Email Application (blank application attached): to [SFPDHR@sfgov.org](mailto:SFPDHR@sfgov.org)
  - Subject: Airport Bureau Range Sergeant
- 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 to DN 22-097 need not reapply.

#### **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 the Firearms Proficiency Examination - Pass/Fail.
  3. Candidates who successfully pass the Firearms Proficiency Examination will be invited to an oral interview. You will receive an email from Staff Services.
- Once a candidate is selected, the process is complete. If additional positions in the unit become available, a new notice will be issued.
  - Questions - Please email [SFPDHR@sfgov.org](mailto:SFPDHR@sfgov.org)

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](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information about the directive.*