



DEPARTMENT NOTICE

21-173
12/16/21

Position Opening: Background Investigation Unit Sergeant

The Staff Services Division is currently accepting applications for the position of Background Investigations Unit supervisor in the rank of Sergeant. This is an excellent opportunity to work in an investigative position within the Police Department.

There is 1 position available

Typical duties of the Background Investigation Sergeant include but are not limited to:

- Supervise sworn, civilian, and part-time (Prop F) employees.
- Ensure compliance with POST candidate screening criteria.
- Coordinate with outside vendors, i.e., polygraph, psychological services, medical screening, etc.
- Manage contracts, including Requests for Proposal (R.F.P.), review/monitor billing, and coordinate scheduling.
- Polygraph review.
- Prepare and review reports.
- Coordinate with Department units: Academy, Personnel, Property Clerk, uniform vendors, etc.
- Coordinate with other city agencies: Department of Human Resources, Civil Service Commission, etc.
- Speak before large groups and possibly represent the Department before legislative bodies.
- Manage candidate eligibility meetings and provide reports.
- Manage candidate status databases and provide reports.

Scheduling:

The Background Investigations Unit Sergeant will work either an eight (8) hour day or a ten (10) hour day, Monday through Friday.

Minimum Qualifications:

- Hold the rank of Sergeant, Inspector, or Assistant Inspector for a minimum of 3 years.
- Complete the P.O.S.T. Background Investigation Course within 1 year of selection.

Desirable Qualifications Include:

- A positive personnel history including performance evaluations, D.A.B.O.R., Internal Affairs disciplinary record, EEO history, D.P.A. complaints, and lawsuit history.
- Strong organizational, computer, and interpersonal skills.
- Proficiency in using standard office technology: email, Microsoft Office, Word, and Excel.
- Investigative experience.
- Strong interview skills.
- Ability to work independently and exercise sound judgment.
- Ability to give and accept direction from peers and supervisory officers.
- Completed POST Institute of Criminal Investigations Course (I.C.I.).
- Completed POST Interview and Interrogation Course.

Step 1: Deadline

- **The application deadline is Thursday 1/6/22.**

Step 2: How to Apply

Email Application (attached) to SFPDHR@sfgov.org **Subject:** Background Sergeant. Once your application is received, a confirmation email will be sent within 1 business day.

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:

- A review of submitted applications and resumes (if included) to ensure all applicants meet the minimum requirements.
- Candidates who meet the minimum qualifications will be invited to participate in an oral interview. Please email SFPDHR@sfgov.org with any questions.
- An oral interview.
- 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 position 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 D.N. 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.

Background Investigation Unit Application Sergeant

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Date: _____

Name: _____ Star#: _____
Last First MI

Contact Information:

cellphone _____ email _____

Current Schedule & Days off:

Previous Law Enforcement Experience:

Dept/Agency(s) _____

Position/rank _____ Yrs. _____ Months _____

Dates of Appointment (previous Dept/ Agency):

Start Date _____ End Date _____ Years _____ Months _____

Date of Appointment (SFPD):

Officer Start Date _____ End Date _____ Years _____ Months _____

Probation End Date _____

Current Assignment: _____ Start Date _____ Years _____ Months _____

Supervisor: _____ Commanding Officer: _____

Background Investigation Unit Application Sergeant

Education:

Training:

Department Experience (List previous assignments and length of time assigned):

Relevant experiences, special knowledge, skills and/or abilities:

Background Investigation Unit Application Sergeant

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Supervisory Experience/Training: _____

Special Skills: _____

Reason for requesting assignment to the Backgrounds Unit:

IF NECESSARY, PLEASE ATTACH ADDITIONAL SHEETS TO ANSWER THE ABOVE QUESTIONS

Applicant's Signature: _____ Date: _____