



DEPARTMENT NOTICE

22-030
03/30/22

Position Opening: Police Headquarters (PHQ) Officer

The Field Operations Bureau (FOB) is seeking qualified applicants for the position of Police Headquarters (PHQ) Officer. The Police Headquarters Officer will manage the daily operations of the security checkpoint in the lobby of the PHQ building.

There is one (1) position available.

Duties include but are not limited to:

- Successfully complete training on the building package scanners and magnetometers
- Supervising Police Cadets detailed to the security checkpoint and PHQ building
- Train additional personnel on PHQ security and operations
- Perform foot patrol of the PHQ lobby, entrance area, and perimeter
- Assisting community members and visitors as they arrive at PHQ
- Assist with other FOB assignments

Work schedule:

The Police Headquarters Officer will work:

█ [REDACTED]

* Members may be required to adjust their schedules.

Minimum Qualifications:

- Hold the rank of an Officer
- Must have completed probation as an Officer with SFPD
- Must have a minimum of 3 years of experience as an Officer with SFPD.

Additional desirable qualifications include but are not limited to:

- A positive personnel history including supervisory recommendations, performance evaluations, DABOR record, Internal Affairs disciplinary record, EEO history, DPA complaints, and lawsuit history.
- Excellent written and oral communication skills
- Instructor Development certificate
- Ability to work well under time pressure
- Ability to pay close attention to detail
- Ability to work independently and be self-motivated

Selection Procedures:

Step 1: Deadline

- **The application deadline will be April 15, 2022**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
 - Subject: PHQ Q2
- Once your application is received, you will receive a confirmation email within one business day.


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.
 - o 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.

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, [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.

Field Operations Bureau – Police Headquarters Officer Application

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Date: _____

Name: _____ Rank: _____ 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 _____ Yrs. _____ Months _____

Date of Appointment (SFPD):

Officer Start Date _____ End Date _____ Yrs. _____ Months _____

Probation End Date _____

Current Assignment: _____ Start Date _____ Yrs. _____ Months _____

Supervisor: _____ Commanding Officer: _____

