



DEPARTMENT NOTICE

22-035
04/15/22

Position Opening: Retention Unit Sergeant

The Staff Services Division is seeking qualified applicants for the position of Retention Unit Sergeant. The position supports our strategic initiative clusters through collaboration, improving responsiveness, and defining the future of the SFPD. Additionally, this position is responsible for all retention events and activities for SFPD.

There is 1 position available.

[Redacted]

Duties include but are not limited to:

- Leading sworn and professional staff.
- Working closely with all members and units in the Department.
- Creating internal Department retention process (Example- mentorship program for SFPD).
- Facilitating meetings and presenting retention data to and in coordination with Command Staff.
- Monthly tracking and presenting of Retention Unit plans, efforts, and results for Command Staff and various City agencies.
- Liaison between the Department, the City, and other jurisdictions/agencies to create retention solutions and options for members of SFPD.
- Researching and attending/traveling to retention workshops and other events and activities.
- Coordinating/creating advertising and Department marketing projects.
- Continuing implementation of Collaborative Reform Initiatives pertaining to retention and career development.

Work schedule:

The Retention Sergeant will work:

- Day Shift (10-hour days) [Redacted]
- Or
- Day Shift (8-hour days) [Redacted]

[Redacted]

Minimum Qualifications:

- Hold the rank of Sergeant, Inspector, or Assistant Inspector.
- Must have completed probation as a Sergeant, Inspector, or Assistant Inspector.
- Must have a minimum of 3 years of experience as a Sergeant or Inspector.

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.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be May 15th, 2022.**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
Subject: Retention Unit Sgt.
Once your application is received, you will receive a confirmation email within five (5) business days.
- Resumes are optional and may include work experience, education, POST coursework, awards, special skills, and references.

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.

Applicants for this assignment must be able to perform the essential job functions of a sworn member with or without reasonable accommodation. [REDACTED]

[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.

Staff Services – Retention Unit Sergeant 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: _____

