



# DEPARTMENT NOTICE

22-067

7/18/22

## **Position Opening: Professional Development Unit (PDU) Sergeant**

The Training Division is seeking qualified applicants for the Professional Development Unit (PDU) Supervisor. The PDU Supervisor is responsible for the continued education, training, and professional development of Department members which include ICI, Leadership Development and Continued Professional Training.

There is one position available.

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

#### **Institute of Criminal Investigation (ICI)**

- Manage, facilitate, coordinate, and oversee the ICI Core Course
- Duties include scheduling, contracts and budget review, organizing supplies, materials, curriculum, marketing, registration and coordinating with POST

#### **Leadership Development Institute (LDI)**

- Manage, facilitate, coordinate, and oversee the SFPD LDI Program
- Duties include scheduling presenters, reviewing contracts, developing curriculum, facilitating future selection processes of future cohort to include the application process, scheduling and facilitating interviews
- Update/create Department Notices regarding other leadership development opportunities such as Supervisory Leadership Institute, Command College, and the FBI Academy

#### **Professional Development Unit (PDU):**

- Supervise personnel assigned to the Professional Development Unit
- Manage, facilitate, coordinate a variety of programs/courses including Advanced Officer/Continued Professional Training, Implicit Bias, Principled Policing, Instructor Development, Academy Instructor Certification course, Promotional Seminar courses, Police Service Aide orientations
- Oversee internal and external training coordination and reimbursement
- Assist the Training Division in compliance with CRI recommendations and provide timely audits upon requests
- Train, coordinate and disseminate training information to Department Training Coordinators
- Maintain and implement ongoing roll call training
- Liaise with POST and other public institutions to promote educational advancements
- Manage, facilitate, coordinate, and oversee all other professional development related training (e.g., Plainclothes, Video Retrieval, Search Warrant, etc.)

### **Work Schedule:**

The PDU Sergeant will work:

- [REDACTED]

### **Minimum Qualifications:**

- Hold the rank of Sergeant, Assistant Inspector, or Inspector.
- Must have a minimum of two years as a Sergeant, Assistant Inspector, or Inspector with SFPD.
- Must have worked as a patrol supervisor for minimum of one year

### **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 verbal communication skills.
- Competence with Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.)

### **Selection Procedures:**

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

- **The application deadline will be Thursday, August 18th, 2022.**

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

- Email Application (blank application attached): to [REDACTED]
- Subject: PDU  
Once your application is received, you will receive a confirmation email within five 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. [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](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information about the directive.*