



DEPARTMENT NOTICE

22-103

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Position Opening: Part-time Recruitment Officers, Sergeants, and Lieutenants

The Recruitment Unit is seeking qualified applicants for the position of part-time recruitment officers, sergeants, or lieutenants. Part-time recruiters are detailed to various events, including job fairs, colleges, workshops, and other recruitment events throughout the year. Events may last a few hours or comprise of multiple events which span a few days.

Duties include but are not limited to:

- Explain the minimum qualifications to apply for the entry-level police officer position.
- Explain the hiring process, including the written exam, physical ability test, and oral interview.
- Speak or present to colleges and community groups about SFPD's recruitment efforts.
- Travel to other cities to attend recruitment events.

Assignment schedule:

- This will be a part-time assignment.
- Members must be willing to work flexible hours.

Minimum Qualifications:

- Hold the rank of Officer
- Must have completed probation as an Officer with SFPD.
- Must have three years of sworn law enforcement experience.
OR
- Hold the rank of Sergeant, Assistant Inspector, or Inspector.
OR
- Hold the rank of Lieutenant.

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
- Good communication skills, experience in teaching, coaching, and counseling
- Experience with Microsoft Office

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Wednesday November 23, 2022.**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
 - Subject: Part-time Recruiter
- 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 coursework, awards, special skills, and references.
- Applicants who previously applied for positions within this unit and 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.

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.