



DEPARTMENT NOTICE

23-069

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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:

- Respond to wide variety of crime scenes as requested or directed for Citywide incidents as needed.
- 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:

- Day shift: (10-hour days) Tuesday to Friday

Note: Members may be required to adjust their schedules.

Minimum Qualifications:

*Minimum qualifications must be met by the application deadline, unless otherwise stated.

- Hold the rank of Officer.
- Must have completed probation as an Officer.
- Must have three years of experience with the SFPD at the rank of Q2 calculated from completion of probation.

Additional desirable qualifications include but are not limited to:

- 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 Thursday, May 11, 2023.

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 5 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.

Applicant 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.