



DEPARTMENT NOTICE

23-207

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Position Opening: IT Enterprise Records Management System (ERMS) Sergeant

The IT Division is seeking qualified applicants for the Enterprise Records Management System (ERMS) Sergeant position. ERMS will replace CDW.

The new ERMS is one of the most significant IT systems this department has ever undertaken and will bring our department in compliance with NIBRS (National Incident-Based Reporting System), which is the new Unified Crime Reporting standard for incidents and arrests that is mandated by the FBI for all law enforcement agencies. It will also bring more functionality such as case management, collisions, digital evidence management, etc. that the Department has been without for far too long.

Transitioning from CDW to ERMS will operationally impact sworn and professional staff, whether it be related to Incident Reports, Arrests, Investigations, Property & Evidence, CISU, the Academy, or crime data submissions.

There is one position available and will report to the ERMS Lieutenant.

Duties include but are not limited to:

- Co-champion with the Lieutenant in leading the testing, training, and implementation of ERMS across the Department.
- Provide on-going guidance and advice to the Lieutenant throughout the system implementation.
- Ability to identify, document, and implement process improvements as the department implements the new system.
- Manages and oversees system testing in partnership with the IT Project team.
- Assist with drafting and finalizing training plans, including coordination and delivery of training to members.
- Identify sworn members who will buy-in and participate in testing and eventually participate in training other members.
- Gather testing feedback from sworn members and assist with remediation in partnership with the IT Project team as required from test results.
- Develop and carry out communication plan including implementation updates to the Department.
- Identify DNs and DGOs that will potentially be impacted by changed business processes.
- Continually gather sworn feedback on operational changes and the ERMS implementation.

Work Schedule:

The ERMS Sergeant will work:

- Day Shift (10-hour days) Monday-Thursday

Minimum Qualifications:

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

- Hold the rank of Sergeant, Assistant Inspector, or Inspector.
- Must have completed probation as a Sergeant, Assistant Inspector, or Inspector with SFPD.

Additional desirable qualifications include but are not limited to:

- Strong understanding of business processes
- Leadership skills
- Self-motivated
- Excellent oral and written communication skills
- Competence with Word, Excel, PowerPoint
- Ability to work well within a small team.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Friday, January 19th, 2024.**

Step 2: How to apply

- Email Application (blank application attached): to SFPDHR@sfgov.org
- Subject: ERMS

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 SFPDHR@sfgov.org 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. Members should contact the Department's [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 23-152, all sworn & non-sworn members shall electronically acknowledge this department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information about the directive.