



DEPARTMENT NOTICE

24-023

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Position Opening: Investigations Sergeants

The Investigations Bureau is accepting applications for Sergeant/Inspector position in Burglary, Robbery, Night Investigations (NIU), and Community Violence Reduction Team (CVRT).

- The Burglary Unit is assigned all residential, commercial and auto burglaries, including “Hot Prowls” and organized retail theft.
- The Robbery Detail investigates armed and un-armed street robberies and commercial robberies, carjackings and home invasion robberies.
- NIU is responsible for responding to and investigating a variety of criminal incidents including: shootings, stabbings, Critical Incidents, aggravated assaults with great bodily injury, assaults on officers with serious injury, assaults on elder/ child (not meeting DV criteria) with serious injury, any incident where the district or night captain requests investigator response, any incident of high media interest or deemed to require response by the assigning officer or OIC.
- CVRT is responsible for is responsible for investigating shootings and aggravated assaults where there is a nexus to group/gang violence associated with high-risk social networks. CVRT uses evidence-based strategies such as concentrated focus on individuals at a high risk of violence, proactive intelligence gathering, and surveillance.

This Department Notice and interview process will be used to fill any openings in these Units in the next 6 months.

Duties for all Units include but are not limited to:

- Managing complex crime scenes
- Immediately following up on active leads
- Coordinating the response of support units
- Notifying/updating superiors during rapidly unfolding investigations
- Authoring arrest and search warrants
- Receiving, transmitting, and keeping sensitive criminal and administrative information confidential

Work Schedule:

Burglary Sergeant/Inspector will work:

- Day shift: (10-hour days), Monday to Thursday or Tuesday to Friday
- On-call schedule rotation for nights and weekends varies based on the staffing levels.

Robbery Sergeant/Inspector will work:

- Day shift: (10-hour days), Monday to Thursday or Tuesday to Friday
- On-call schedule rotation for nights and weekends varies based on the staffing levels.

NIU Sergeant/Inspector will work:

- Night shift: (10-hour days) 2000-0600 hours, platoon schedule.

CVRT Sergeant/Inspector will work:

- Day shift: (10-hour days), Monday to Thursday or Tuesday to Friday
- On-call schedule rotation for nights and weekends varies based on the staffing levels.

Note: The Sergeant/Inspector must be willing to work some weekends, overtime, and extended hours depending on the needs of the Department.

Minimum Qualifications:

- Hold the rank of Sergeant, Assistant Inspector, or Inspector.
- Must have completed probation as a Sergeant, Assistant Inspector, or Inspector with SFPD by March 5, 2024.
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Additional desirable qualifications include but are not limited to:

- Strong writing, spelling, grammar, and analytical skills
- Experience conducting criminal investigations
- Training in plainclothes operations or willingness to be trained in plainclothes operation
- Proficiency in using office technology (email, smartphone, Microsoft Office, etc.)
- Ability to relate tactfully and effectively with personnel at all levels and other government agencies, and families of homicide victims.
- Experience writing and obtaining arrest and search warrants
- Strong interview and interrogations skills
- Ability to effectively perform duties in a confidential and challenging work setting
- Ability to work effectively in an investigative team, give/accept direction to/from peers
- Ability to work independently and exercise sound judgment
- Strong work ethic

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Saturday, March 2nd, 2024.**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
- Subject: Investigations Q50. Specify which Unit(s) you are applying for on page 3 of application.

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] at [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