



DEPARTMENT NOTICE

24-026

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Position Opening: Academy Recruit Training Officer (RTO)

The Academy is seeking applicants for the position of Academy Recruit Training Officer (RTO).

There are 2 positions available.

Duties include but are not limited to:

- Providing day-to-day first line supervision of recruits
- Monitoring Academy instruction that meets state legislative mandates and Commission on Peace Officer Standards and Training (POST) regulations
- Supporting, coaching, motivating, mentoring, evaluating, and advising recruits
- Performing operational risk management and enforcing Department and Academy policies
- Ensuring compliance with all local, state, and federal laws and administrative procedures associated with the educational and workplace environment
- Coordinating the Basic Course on a day-to-day basis
- Maintaining records and documents.

Work Schedule:

The RTO will work:

- Early/late day shift: 4/10s, Monday–Thursday, and may be required to adjust their schedules for special assignments.

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 with SFPD
- Must have minimum 5 years of sworn law enforcement experience

Additional desirable qualifications include but are not limited to:

- Flexible and highly motivated team player
- Good organizational and time management skills
- Good communication skills, experience in teaching, coaching, and counseling
- Excellent physical condition
- Completed Instructor Development Course
- Field Training Officer (FTO) experience
- Experience with Microsoft Office

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Wednesday, March 6th, 2024.**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
- Subject: RTO

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.
- 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 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.