



DEPARTMENT NOTICE

24-051

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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 various recruitment events throughout the year. Events may last a few hours or comprise 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's position.
- Explain the hiring process, including written exam, physical agility 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.
- Mentor applicants and maintain communication with them throughout the process, following up and answering questions.

Assignment schedule:

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

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 three years of sworn law enforcement experience.
- Hold the rank of Sergeant, Assistant Inspector, or Inspector.
- Hold the rank of Lieutenant.

Additional desirable qualifications include but are not limited to:

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

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Sunday, April 21, 2024.**

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 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.