



DEPARTMENT NOTICE

24-061

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Position Opening: Field Training Program - Officers & Sergeants

The Academy is seeking qualified officers and sergeants to take an active role in the Field Training Program to assist in the training and development of new officers. As a Field Training Officer or Sergeant, members can have a direct and positive impact on building and ensuring the future of this Department. These positions can be a rewarding experience that enhance career development and keep members updated with current laws, policies, procedures, and Academy training. Members from throughout the Department are encouraged to apply.

Duties include but are not limited to:

- Review trainees' incident reports
- Complete Daily Observation Reports (DORs)
- Serve as FTO for re-entry officers (that have been away from FOB 6 months or more)
- Serve as FTO for probationary officers who are placed on a PIP
- Patrol functions as outlined in DGO 1.03 (officers) and DGO 1.04 (sergeants).

Work Schedule:

The FTO Officer/Sergeant will work a regular patrol schedule. Members must be willing to work overtime and extended hours if necessary.

* Members assigned to non-training stations may be loaned to a training station based on the needs of the Department.

Minimum Qualifications:

Officer Position

- Hold the rank of Officer.
- Must have completed probation as an Officer with SFPD.
- Must have 2 years of patrol law enforcement experience after completing probation.

Sergeant Position

- Hold the rank of Sergeant, Assistant Inspector, or Inspector.
- Must have completed probation as a Sergeant, Assistant Inspector, or Inspector with SFPD.
- Members must successfully complete a POST certified 40-hour FTO course prior to being assigned as a Field Training Officer or Sergeant.

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

Note: Member may be transferred to an FTO station if the need arises.

Additional desirable qualifications include but are not limited to:

- Good written and verbal communication skills.
- Experience in teaching, coaching, and counseling.
- Flexible and highly motivated team member.
- Good organizational and time management skills.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Tuesday, April 23, 2024.**

Step 2: How to apply

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

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.
 3. In accordance with DGO 3.13.04, the Chief of Staff and the Deputy Chief of the Administration Bureau will vet the candidates and make a recommendation as to whether they believe the candidate is qualified after reviewing their disciplinary history.

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.