



DEPARTMENT NOTICE

24-087

Published: 05/14/24

Expires: 05/29/24

Position Opening: CAD System Training Coordinator – Sergeant

The Department is seeking a qualified applicant for the CAD System Training Coordinator Sergeant position. This new CAD System (Motorola Premiere-One) will replace the current CAD.

The CAD System is extremely expansive and of the utmost importance to the City and County of San Francisco's Department of Emergency Management (DEM) System which is utilized by the SFPD. The new CAD System will improve functionality with modern technology, mapping systems, real-time data, and automated GPS locating for SFPD units (vehicles, radios and mobile) for enhanced capabilities for officer safety.

Transitioning from the current CAD to Motorola Premiere-One new CAD system will operationally impact sworn and professional staff, whether it to be related to receiving of call-taking via dispatch, communication with the DEM Lieutenant, subject and vehicle queries, mapping and numerous other aspects utilizing the CAD System.

There is one position available who will liaise with the DEM Lieutenant and Professional Development Unit at SFPD Academy.

Duties include but are not limited to:

- Lead the creation, testing, training, and implementation of the Motorola Premiere One CAD System across the Department.
- Provide on-going guidance and advice to the DEM Liaison Lieutenant and to the Lieutenant of PDU.
- Identify, document, and implement process improvements as the department implements the new CAD system.
- Manage and oversee the system testing in partnership with the IT Project team.
- Assist with drafting and finalizing training plans, including coordinating and delivery of the training 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 Department Notices and Department General Orders that will potentially be impacted by changed business process.
- Continually gather sworn feedback on operational changes and the CAD (Motorola Premiere-One) system implementation.

Work Schedule:

The CAD Project Sergeant will work:

- Day Shift (10-hour days) Monday-Thursday or Tuesday-Friday.

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 CAD system.
- 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 Wednesday, May 29, 2024.**

Step 2: How to apply:

- Email Application (blank application attached): to [REDACTED]
 - Subject: CAD
- 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 sjpd.writtendirectives@sfgov.org who will provide additional information.