



DEPARTMENT NOTICE

24-141

Published: 09/16/24

Expires: 10/01/24

Position Opening: CAD Project Training Coordinator – Officer (Q2)

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

The CAD Project 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 Project will improve functionality with modern technology, mapping systems, real-time data, and automated GPS locating for SFPD units (vehicle radios and mobile) for enhanced capabilities for officer safety.

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

There is one position available who will liaise with the DEM Sergeant, Lieutenant and Professional Development Unit.

Duties include but are not limited to:

- Will assist the creation, testing, training and implementation of the Motorola Premiere One CAD System across the department.
- Provide on-going guidance and advice to the CAD Project Unit DEM Sergeant and Lieutenant.
- Assist with identifying, documenting and implementing process improvements as the department implements the new CAD system.
- Assist with testing the systems in partnership with the IT Project team.
- Assist with drafting and finalizing training plans, including coordinating and delivery of the training members.
- Work with 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.
- Assist with the communication plan including implementation updates to the Department.
- Identify DNs and DGOs 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 Officer 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 Officer
- Must have completed probation as an Officer with SFPD
- Must have minimum 3 years of sworn law enforcement experience

Additional desirable qualifications include but are not limited to:

- Strong understanding of CAD system.
- Leadership skills.
- Self-motivated.
- Excellent oral and written communication skill
- Competence with Word, Excel, PowerPoint.
- Ability to work well within a small team
- Ability to present in a classroom setting.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Tuesday October 1st, 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.
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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 about the directive.