



DEPARTMENT NOTICE

25-015

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Position Opening: Recruitment Sergeant

The Staff Services Division is seeking qualified applicants for the position of Recruitment Unit Sergeant. The position supports our strategic initiative clusters through collaboration, improving responsiveness, and defining the future of the SFPD. This position is responsible for all recruitment-related events and activities for SFPD.

This Department Notice and interview process will be used to fill Recruitment Sergeant openings in the next 12 months.

Duties include but are not limited to:

- Leading sworn and professional staff (full and part time recruiters)
- Participating in recruitment job fairs, workshops, and other types of community events
- Presenting to college and community groups about career opportunities with SFPD
- Creating recruitment opportunities and outreach in diverse and underrepresented communities and neighborhoods
- Travelling to other cities to attend and host recruitment events
- Maintaining and managing a safety plan during physical agility test at all workout sessions
- Providing mentorship to SFPD applicants throughout the entire application process
- Providing test prep assistance to SFPD applicants
- Tracking applicant status and validating recruitment outreach efforts
- Coordinating SFPD recruitment related advertising and marketing projects (example: Radio, TV, Billboards, Muni, BART, etc.)
- Managing all social media accounts (example: Twitter, Instagram, Facebook, etc.)
- Facilitating meetings and presenting recruitment data to and in coordination with Command Staff
- Creating and presenting recruitment plans and results for Command Staff and various City agencies
- Coordinating recruitment events with specialized units in the Department (example: Marine Unit, K-9, Fleet, etc.)
- Partnering closely with the Academy, Backgrounds Unit, Department of Human Resources (DHR) and the Community to set applicants up for success
- Annual requirements:
 - Creating the Year-in-Review report for Command Staff (Jan-Dec)
 - Attending and coordinating annual recruitment training for all members in the Recruitment Unit

Work Schedule:

The Recruitment Sergeant will work:

- Early/late day shift: 4/10s, Monday–Thursday
- Members may be required to adjust their schedule for special assignments or events and work weekends, overtime, extended hours, and travel out of town/state.

Minimum Qualifications:

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

- Hold the rank of Sergeant
- Must have completed probation as a Sergeant with SFPD

Desirable Qualifications include:

- Completed P.O.S.T. Instructor Development Course
- Completed P.O.S.T. Media Relation Course
- Field Training Officer (FTO) experience
- Recruit Training Officer (RTO) experience
- Experience using Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, etc.)
- Experience facilitating/coaching/participating in sports and or fitness related activities.
- Experience using all social media platforms (example: Twitter, Instagram, Facebook, etc.)
- Ability to work effectively with community members.
- Excellent written and oral communication skills
- Ability to work independently and be self-motivated.
- Working knowledge of the President’s Task Force on 21st Century Policing Report as well as the SFPD’s Racial Equity and Inclusion Action Plan

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Thursday, February 20, 2025.**

Step 2: How to apply

- Email Application (blank application attached): to [REDACTED]
Subject: Recruitment Sgt
- Once your application is received, you will receive a confirmation email within five 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.
- This process will be used to fill any vacancies in the next 12 months.

Applicants 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.