



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent via Electronic Mail

May 5, 2022

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Larry Jacobs
[REDACTED]

SUBJECT: APPEAL FROM LARRY JACOBS OF THE DEPARTMENT OF HUMAN RESOURCES' DECISION TO REMOVE HIM FROM THE ELIGIBLE LIST.

Dear Larry Jacobs:

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **May 16, 2022 at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at www.sfgov.org/CivilService under "Meetings" no later than end of day on Wednesday, May 11, 2022. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, email them to the Civil Service Commission's email at civilservice@sfgov.org by **5:00 p.m.** on **Tuesday, May 10, 2022**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

It is important that you or an authorized representative attend the hearing on your appeal. Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance. As a reminder, you are to be honest and forthright during all testimony and in all documentation that you provide to the Civil Service Commission.

You may contact me at (628) 652-1100 or at Sandra.Eng@sfgov.org if you have any questions.

CIVIL SERVICE COMMISSION

/s/
SANDRA ENG
Executive Officer

Attachment

Cc: Carol Isen, Department of Human Resources
Chief Jeanine Nicholson, SF Fire Department
Anna Biasbas, Department of Human Resources
Dave Johnson, Department of Human Resources
Deputy Chief Robert Postel, SF Fire Department
Deputy Chief Thomas O'Connor, SF Fire Department
Theresa Ludwig, SF Fire Department
Jen Lo, Department of Human Resources
Jeanne Buick, Department of Human Resources
Mawuli Tugbenyoh, Department of Human Resources
Jesusa Bushong, SF Fire Department
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/CivilService, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the “Requests to Speak” portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1107 or (628) 652-1100 to discuss meeting accessibility. In order to assist the City’s efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soft@sfgov.org, or on the City’s website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
 Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: n/a
2. For Civil Service Commission Meeting of: **May 16, 2022**
3. Check one:
 - Ratification Agenda
 - Consent Agenda
 - Regular Agenda
 - Human Resources Director's Report
4. Subject: **Appeal of Removal from Eligible List**
5. Recommendation: **Adopt report**
6. Report prepared by: **Dave Johnson** Telephone number: **415.557.4871**
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format - A).**

Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: 

Date: 04.27.22

9. Submit the original time-stamped copy of this form and person(s) to be notified
 see Item 7 above along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC office.

<u>CSC RECEIPT STAMP</u>

Attachment

Notification List

Carol Isen, Human Resources Director
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Larry Jacobs

[REDACTED]
[REDACTED]
[REDACTED]

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theresa.ludwig@sfgov.org



MEMORANDUM

DATE: 04.25.22
TO: The Honorable Civil Service Commission
THROUGH: Carol Isen, Human Resources Director
FROM: Dave Johnson, Director, Recruitment and Assessment Services
SUBJECT: Appeal by Larry Charles Jacob of his removal from Eligible List 903014 CBT H006 (Register No. 0041-22-4)

BACKGROUND

On March 08, 2022, Deputy Chief Thomas O'Connor emailed Dave Johnson [see Attachment A] indicating that the Fire Department was in litigation with Firefighter Larry Jacobs regarding promotion to rank H006 Investigator from the 2015 eligible list 903014 CBT H006 [see Attachment B]. In that email, Deputy Chief O'Connor stated that current Fire Department records [see Attachment C] indicate that Firefighter Larry Jacobs has responded to only 91 fires in his career with the San Francisco Fire Department which is under the threshold of 100 fires required to qualify to take the test for H006 Investigator. In connection with the litigation and because Firefighter Jacobs is the next up on the eligible list for assignment to an H006 Investigator position, Deputy Chief O'Connor asked that Mr. Johnson research the matter.

Firefighter Larry Jacobs first applied to H006 Investigator, Fire Department (CBT-H006-054919) on August 25, 2008. The job announcement [see Attachment D] stated that, "Applicants must complete and submit a Supplemental Form to document the 100 fires to which they have responded. The Supplemental Form will be issued as an attachment to the General Order announcing the post of the job announcement." Firefighter Jacobs applied again for the position for recruitment CBT-H006-900679 on November 14, 2014 and again for recruitment CBT-H006-903014 on October 24, 2018. For the recruitment in 2014, Firefighter Jacobs was not required to submit documentation of 100 fires since the job announcement [see Attachment E] stated, "Applicants for this selection process who documented 100 fires in qualifying for the H006 selection process administered in 2008 will not have to provide documentation." Similar language was used for the 2018 job announcement [see Attachment F]. "Applicants for this selection process who documented 100 fires in qualifying for the H006 selection process administered in 2014 will not have to provide documentation."

Based on the findings summarized in this report, Mr. Johnson concluded that Firefighter Jacobs had not responded to 100 fires by September 10, 2008, the “extended” deadline for submitting documentation [see Attachment G]. Consequently, Mr. Johnson invoked Civil Service Rule 310.10 regarding false statements, and notified Firefighter Jacobs of DHR’s intent to remove him from Eligible List CBT 903014. In that letter [see Attachment H] Mr. Johnson informed Firefighter Jacobs of his right to appeal the DHR decision to the Civil Service Commission, which he did on March 17, 2022 [see Attachment I].

In his appeal, Firefighter Jacobs listed the following:

- The statement that he provided false information is “false”.
- He did, to the best of his ability, provide an honest and accurate count of fires to which he responded or was dispatched.
- He found inconsistencies and discrepancies in the records provided by the Fire Department.
- The records upon which he was initially qualified in 2008 cannot be located.

Firefighter Jacobs did not provide any additional records or information with his appeal to demonstrate he had responded to at least 100 fires when he submitted his 2008 application. In light of the litigation, Mr. Johnson conferred with the Office of the City Attorney to determine if any activities in the trial related to this appeal. That Office informed Mr. Johnson that on April 5, 2022, Firefighter Jacobs testified that he included in his count of fires all incidents to which he was dispatched, not just those in which he participated in any firefighting. [See Attachment J]. Firefighter Jacobs also provided documents regarding 86 additional incidents he claims he responded to between May 13, 2006 and June 21, 2018 and that he believes constitute “fires” for purposes of his application for the H006 Investigator classification. Because the Fire Department is in the best position to verify the accuracy of the information Firefighter Jacobs submitted, they were asked to evaluate this new information.

Upon review of the incidents listed in Firefighter Jacobs’ documentation, the Fire Department concluded that there were no fire responses missing from the department’s records for the period of 2006 through 2018. Rather, the 86 incidents do not qualify for at least one of the following reasons: (1) the incidents were not “fires” (e.g., they were false alarms, burnt food extinguished prior to arrival, odor in building, medical calls, etc.); (2) the incidents occurring prior to following Firefighter Jacobs’ shift so he was not present; or (3) Firefighter Jacobs’ unit did not arrive on the scene of the incident because they were cancelled *en route*.

ISSUE

Should the appellant be removed from Eligible List CBT 903014 H006 based on providing false information?

AUTHORITY/STANDARDS

Sec 305.12.1 Examination Matters

An action by the Human Resources Director, on examination matters, may be appealed to the Commission provided such appeal is received by the Executive Officer by close of business on the fifth (5th) working day (excluding Saturdays, Sundays, and holidays) following the postmarked mailing date of notification to the appellant. The appeal period shall be extended an additional five (5) working days (excluding Saturdays, Sundays, and holidays) where the notification to the appellant is sent exclusively by certified mail – return receipt requested. The Commission's action on the appeal shall be final and no reconsideration request shall be allowed.

Sec. 310.2 Examination Announcement

The examination announcement shall provide the qualifications, dates, duration of eligible lists, and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply. Not less than fifteen (15) business days prior to the issuance of this announcement, it shall be provided to the bargaining agent for review and comment.

Sec. 310.6.1 Qualifications of Applicants

Every applicant for entrance or promotional examination must possess and maintain the qualifications required by law and by the examination announcement. Experience not documented in accordance with Civil Service Commission Rules will not be recognized. Credit for out-of-class experience will only be allowed if recorded as provided elsewhere in these Rules.

Sec. 310.10 False Statements by Applicants

Significant false statements, whether intentional or unintentional, made or permitted by any applicant on the application or in the selection process shall be good cause for the exclusion by the Human Resources Director of such person from any examination, the removal by the Human Resources Director of the applicant's name from the eligible list, and other action under the jurisdiction of the Human Resources Director. Such action may be appealed to the Civil Service Commission. Significant false statements shall be good cause for a recommendation by the Human Resources Director to the Fire Chief for action up to and including discharge from the City and County service.

Sec. 310.17 Promotional Applicants

Applicants for promotional examinations shall meet the requirements of the examination announcement under which they apply and be eligible to participate in an examination on a promotive basis as defined by the examination announcement.

FINDINGS

Firefighter Jacobs was deemed qualified for the 2015 H006 selection process [and the 2018 H006 selection process] based on documentation submitted to qualify for the H006 selection process conducted in 2008. Mr. Johnson reviewed the job announcement to recall the specific minimum qualifications [MQs] in 2008. The MQs as defined in the job announcement included: “Because the rank of H-6 Investigator serves as an expert witness in a Court of Law, applicants must possess experience responding to 100 fires (e.g., structure, vehicle, trash, grass, or wildland).” Applicants were directed to complete and submit a Supplemental Form to document the 100 fires to which they have responded.

Although a spreadsheet was located in which “non-submission” of documentation of 100 fires was among the information tracked [see Attachment K], in accordance with DHR’s job application record retention policy of three years actual documents submitted by 2008 candidates, including Firefighter Jacobs, are no longer available.

Civil Service Rule 310.2 states that all applicants are to be solely guided by the terms of the examination announcement. In addition, Rules 310.6.1 and 310.17 stipulate that applicants, including promotional applicants, must meet the MQs as announced.

Finally, Civil Service Rule 310.10 states that false statements, whether intentional or unintentional, shall be good cause for the removal by the Human Resources Director of the applicant's name from the eligible list.

ANALYSIS

The current Fire Departments records cited above indicate that Firefighter Jacobs does not meet the minimum requirement of having responded to at least 100 fires in his service with the San Francisco Fire Department. In the letter notifying Firefighter Jacobs of DHR’s intent to remove him from Eligible List CBT 903014 H006, Mr. Johnson invited him to submit proof of having responded to 100 fires prior to the close of application filing for the 2008 H006 selection process. We believe this especially appropriate as it is possible that he has records outside of his San Francisco Fire Department career. For example, some people have wildland fire experience prior to joining a sworn force. Rather than accept that invitation, Firefighter Jacobs claimed in his appeal inconsistencies and discrepancies in the Fire Department records. Although the documents submitted for the 2008 selection process are no longer available, those documents would have been accepted by clerical staff and reviewed by an analyst to verify the count was 100.

As the 2008 selection process and eligible list are now a moot point, a more appropriate ask would be to provide records showing 100 fires by November 2, 2018, which was the deadline for meeting the requirements specified in the 2018 job announcement. Had the documentation of 100 fires been in doubt earlier in the 2018 recruitment process, Firefighter Jacobs would have had to produce documentation in response to that job announcement. Although DHR

historically does not accept documentation after the deadline, these extraordinary circumstances seem to merit such latitude.

The documentation Firefighter Jacobs has offered to-date does not demonstrate any additional fires. However, if Firefighter Jacobs can offer any additional documentation that demonstrates he responded to at least 100 fires by November 2, 2018, DHR will rescind his removal from the eligible list.

CONCLUSION

Absent documentation of responding to 100 fires, Firefighter Jacobs did not meet the minimum qualifications when he applied in 2008, and subsequently, according to San Francisco Fire Department records, even today does not qualify with 100 fires. Further, Firefighter Jacobs would not qualify as an expert to testify in court and would not be able to perform this essential function of the Investigator class. As such, Firefighter Jacobs should not be allowed to remain on Eligible List 903014 CBT H006.

RECOMMENDATION

Uphold the removal of Firefighter Jacobs from the eligible list and deny the appeal.

ATTACHMENTS

- Attachment A: Email from Deputy Chief Thomas O'Connor
- Attachment B: Eligible List 903014 CBT H006
- Attachment C: SFFD Records of Jacobs' Response to Fires
- Attachment D: 2008 Job Announcement
- Attachment E: 2014 Job Announcement
- Attachment F: 2018 Job Announcement
- Attachment G: Letter re: Documentation Deadline Extension
- Attachment H: Letter Regarding Removal from Eligible List
- Attachment I: Jacobs' Appeal to CSC
- Attachment J: Transcript of Trial Testimony
- Attachment K: Candidate Tracking Spreadsheet

Johnson, Dave (HRD)

From: OConnor, Thomas (FIR)
Sent: Tuesday, March 08, 2022 09:57
To: Johnson, Dave (HRD)
Subject: H6 Promotional List

Dave,

The department has been in litigation recently with a FF Larry Jacobs regarding promotion to the H6 rank from the 2015 list. With a little bit of research, we determined that Mr. Jacobs *currently only has 91 fires...well below the 100 fire threshold to qualify to take the exam*. This information would render him unable to qualify for H6 on the current list AND unable to qualify for H6 on the previous list. Can you please research this and get back to me at your earliest convenience.

Thank you,

Thomas P. O'Connor
Pronouns: He, Him, His
Deputy Chief of Administration
San Francisco Fire Department
698 – 2nd Street, Room 306
San Francisco, CA 94107
Cell (628) 888-4351
Office (415) 558-3411



Attachment B



**City and County of San Francisco Department of Human Resources
Eligible List**

List ID:	903014 CBT Discrete	List Type:	Limited
Class:	H006 Invstgtor, Fire Dept	Scope:	SFFD Only
Working Title:	Fire Investigator		
Post:	4/24/2019	Cert Rule:	Statistically Valid Grouping
Inspection Start:	4/11/2019	Inspection End:	4/17/2019
		Duration:	36 months
		Adoption:	4/24/2019

Rank	Score	Last Name	First Name	Middle
1	1000	WILSON	JOSHUA	J
2	985	SMITH	GILLIAN	
3	965	LOZANO	NICHOLAS	D
4	956	RAMSAY	HUCKLEBERRY	S
5	938	MCHALE	TIMOTHY	M
6	933	GRACIA	DANIEL	A
7	884	RENSI	ANNA	P
8	878	KANE	BRIAN	F
9	869	TIN	MICHAEL	
10	863	REILLY	WILLIAM	G
11	852	LASAK	HENDRYCK	
12	843	JACOBS	LARRY	
13	798	FAENZI	CYNTHIA	A
14	787	LEE	YOON	S
15	700	DITO	DERIO	M

4/24/2019 4:15:01 PM

Employee Fire History
For: JA5499 - Jacobs,Larry C.

Date	Inc. No.	Unit	On Scene Dt/Tm	Address	Call Type/Description	Alarms	Incident Description
Working Fires/Confirmed Fires				Total Calls: 91			
2021				Year Total: 1			
08/26/21	21102445	HT48	08/26/21 21:17	460 AVENUE H, TI	WORKING FIRE	1	111 Building fire
2020				Year Total: 1			
05/22/20	20059359	HT48	05/22/20 06:38	700 80 WB BAY BR Z TI	VEHICLE FIRE	1	131 Passenger vehicle fire
2018				Year Total: 1			
06/10/18	18068265	HT48	06/10/18 12:12	13TH ST/AVENUE E, TI	EXTN FIRE	1	170 Cultivated vegetation, crop fire, other
2016				Year Total: 1			
09/25/16	16106511	HT48	09/25/16 14:30	AVENUE N/13TH ST, TI	WORKING FIRE	1	100 Fire, other
2015				Year Total: 2			
12/24/15	15137962	HT48	12/24/15 10:19	148 12TH ST, TI	FULL BOX	1	136 Self-propelled motor home or recreatic
07/22/15	15077487	HT48	07/22/15 20:47	MASON CT/GATEVIEW AV, TI	FULL BOX	1	142 Brush or brush-and-grass mixture fire
2014				Year Total: 1			
12/01/14	14118821	HT48	12/01/14 19:13	1 80 EB BAY BR Z YB	SM OUTSIDE FIRE	1	160 Special outside fire, other
2013				Year Total: 7			
12/25/13	13122096	HT48	12/25/13 16:24	775 80 EB BAY BR Z SF	VEHICLE FIRE	1	131 - Passenger vehicle fire
10/24/13	13100824	HT48	10/24/13 10:24	2 AVENUE OF THE PALMS	SM OUTSIDE FIRE	1	150 - Outside rubbish fire, other
10/18/13	13098898	HT48	10/18/13 05:02	751 6TH ST	WORKING FIRE	1	118 - Trash or rubbish fire, contained
10/06/13	13095069	HT48	10/06/13 20:25	TREASURE ISLAND RD/HILLCRESLG O/S FIRE-HZMT		1	141 - Forest, woods or wildland fire
09/06/13	13084021	HT48	09/06/13 13:06	YERBA BUENA RD/MACALLA RD	WORKING FIRE	1	142 - Brush, or brush and grass mixture fir
08/29/13	13081374	HT48	08/29/13 18:21	1253 EXPOSITION DR	WORKING FIRE	1	111 - Building fire
05/05/13	13042127	HT48	05/05/13 04:19	1402 STURGEON ST	WORKING FIRE	2	111 - Building fire
2012				Year Total: 3			
12/28/12	12121640	T48	12/28/12 23:59	1411 FLOUNDER CT	VEHICLE FIRE	1	130 - Mobile property (vehicle) fire, other
10/02/12	12091066	T48	10/02/12 10:08	449 AVENUE H	WORKING FIRE	1	111 - Building fire

Date	Inc. No.	Unit	On Scene Dt/Tm	Address	Call Type/Description	Alarms	Incident Description
01/12/12	12004248	E48	01/12/12 21:00	BAYSIDE DR/GATEVIEW AV	SM OUTSIDE FIRE	1	150 - Outside rubbish fire, other
2011				Year Total: 7			
07/02/11	11060495	E48	07/02/11 17:22	550 AVENUE H	SM OUTSIDE FIRE	1	118 - Trash or rubbish fire, contained
04/29/11	11039386	E14	04/29/11 21:15	33RD AV/BALBOA ST	SM OUTSIDE FIRE	1	154 - Dumpster/Outside trash receptacle fi
04/06/11	11031962	E22	04/07/11 00:03	3212 MISSION ST	WORKING FIRE	3	111 - Building fire
03/06/11	11021467	T15	03/06/11 13:18	1345 OCEAN AV	FIRE IN BUILDING	1	111 - Building fire
02/08/11	11012808	T01	02/08/11 02:21	34 TURK ST	SMOKE IN BUILDING	1	111 - Building fire
02/02/11	11010844	T48	02/02/11 14:16	1318 GATEVIEW AV	SMOKE IN BUILDING	1	111 - Building fire
01/08/11	11002702	T48	01/08/11 14:23	1411 FLOUNDER CT	WORKING FIRE	1	111 - Building fire
2010				Year Total: 2			
07/17/10	10062620	E48	07/17/10 17:54	13TH ST/GATEVIEW AV	LG OUTSIDE FIRE	1	118 - Trash or rubbish fire, contained
05/22/10	10044466	T48	05/22/10 17:04	1122 REEVES CT	FIRE IN BUILDING	1	118 - Trash or rubbish fire, contained
2009				Year Total: 9			
12/23/09	09108265	T48	12/23/09 23:28	GATEVIEW AV/AVENUE B	FIRE IN BUILDING	1	150 - Outside rubbish fire, other
12/04/09	09102385	T48	12/04/09 21:22	AVENUE/4TH ST	WORKING FIRE	1	140 - Natural vegetation fire, other
11/29/09	09100838	T48	11/29/09 18:20	1 80WB TREASURE IS YBI OF	VEHICLE FIRE	1	131 - Passenger vehicle fire
10/28/09	09090860	E48	10/28/09 19:42	AVENUE/8TH ST	FIRE IN BUILDING	1	151 - Outside rubbish, trash or waste fire
08/30/09	09071789	E32	08/31/09 15:28	1526 WALLACE AV	WORKING FIRE	4	111 - Building fire
07/12/09	09057236	E48	07/12/09 10:12	700 80 WB BAY BR Z TI	VEHICLE FIRE	1	130 - Mobile property (vehicle) fire, other
07/10/09	09056837	T08	07/10/09 22:00	1401 18TH ST	FIRE IN BUILDING	1	118 - Trash or rubbish fire, contained
05/30/09	09044588	E26	05/30/09 21:59	2901 DIAMOND ST	TRASH FIRE	1	118 - Trash or rubbish fire, contained
01/23/09	09006808	E22	01/23/09 06:49	2140 FELL ST	SMOKE IN BUILDING	1	118 - Trash or rubbish fire, contained
2008				Year Total: 19			
10/21/08	08090546	E40	10/21/08 14:47	TARAVAL ST/22ND AV	TRASH FIRE	1	154 - Dumpster/Outside trash receptacle fi
10/03/08	08085031	E23	10/03/08 20:48	RIVERA ST/GREAT HY	SM OUTSIDE FIRE	1	118 - Trash or rubbish fire, contained
08/02/08	08066350	E23	08/02/08 19:43	1671 47TH AV	WORKING FIRE	1	111 - Building fire
07/26/08	08064087	E41	07/26/08 15:18	815 HYDE ST	SMOKE IN BUILDING	1	111 - Building fire

Date	Inc. No.	Unit	On Scene Dt/Tm	Address	Call Type/Description	Alarms	Incident Description
07/04/08	08057314	E24	07/04/08 17:30	46 GRAND VIEW TR	SM OUTSIDE FIRE	1	118 - Trash or rubbish fire, contained
05/23/08	08044292	M38	05/23/08 04:41	3677 18TH ST	WORKING FIRE	1	111 - Building fire
05/22/08	08044224	M38	05/22/08 20:15	1880 PINE ST	FIB-APARTMENT	1	118 - Trash or rubbish fire, contained
04/11/08	08031304	M38	04/11/08 18:25	1035 LAGUNA ST	WORKING FIRE	2	111 - Building fire
04/11/08	08031276	M38	04/11/08 17:18	151 PARKER AV	FIRE IN BUILDING	1	118 - Trash or rubbish fire, contained
03/29/08	08027329	M38	03/29/08 03:44	3880 CLAY ST	WORKING FIRE	1	111 - Building fire
03/28/08	08027250	M38	03/28/08 20:43	1030 POST ST	WORKING FIRE	1	111 - Building fire
03/25/08	08026117	M38	03/25/08 05:18	GEARY BL/GOUGH ST	SM OUTSIDE FIRE	1	118 - Trash or rubbish fire, contained
03/09/08	08021513	E38	03/09/08 16:35	1715 UNION ST	WORKING FIRE	1	631 - Authorized controlled burning
03/08/08	08021289	M38	03/08/08 21:49	130 EDDY ST	FIRE IN BUILDING	1	111 - Building fire
01/19/08	08006299	M38	01/19/08 20:27	536 OCTAVIA ST	WORKING FIRE	1	112 - Fires in struct. other than in a bldg.
01/19/08	08006122	M38	01/19/08 08:21	519 BUSH ST	WORKING FIRE	1	111 - Building fire
01/10/08	08003409	T11	01/10/08 14:03	384 RICHLAND AV	WORKING FIRE	1	111 - Building fire
01/01/08	08000033	T11	01/01/08 00:52	4516 MISSION ST	FIB COMMERCIAL	1	111 - Building fire
01/01/08	08000004	T11	01/01/08 00:13	24TH ST/DOUGLASS ST	FIRE IN BUILDING	1	151 - Outside rubbish, trash or waste fire
2007				Year Total: 22			
12/28/07	07104238	E03	12/28/07 20:07	TURK ST/HYDE ST	SM OUTSIDE FIRE	1	151 - Outside rubbish, trash or waste fire
12/07/07	07097992	E11	12/07/07 14:39	3349 23RD ST	WORKING FIRE	1	111 - Building fire
10/28/07	07086654	E32	10/28/07 08:02	18 29TH ST	WORKING FIRE	1	113 - Cooking fire, confined to container
10/20/07	07084391	E11	10/20/07 15:12	2318 MISSION ST	FIRE IN BUILDING	1	111 - Building fire
10/19/07	07084090	T11	10/19/07 13:52	3265 26TH ST	VEHICLE FIRE	1	130 - Mobile property (vehicle) fire, other
10/16/07	07083260	T11	10/16/07 16:11	1479 VAN DYKE AV	WORKING FIRE	1	111 - Building fire
10/15/07	07082779	E11	10/15/07 00:27	25 LEXINGTON ST	WORKING FIRE	1	111 - Building fire
10/14/07	07082718	E11	10/14/07 18:55	1010 DOLORES ST	SM OUTSIDE FIRE	1	118 - Trash or rubbish fire, contained
09/27/07	07077342	T11	09/27/07 04:45	970 CAYUGA AV	WORKING FIRE	1	111 - Building fire
07/16/07	07056564	E10	07/16/07 16:10	1829 FULTON ST	FIB-RESIDENTIAL	1	111 - Building fire
06/29/07	07051435	T11	06/29/07 03:28	3916 24TH ST	WORKING FIRE	1	111 - Building fire

Date	Inc. No.	Unit	On Scene Dt/Tm	Address	Call Type/Description	Alarms	Incident Description
06/28/07	07051298	T11	06/28/07 16:22	2601 FOLSOM ST	WORKING FIRE	1	151 - Outside rubbish, trash or waste fire
06/11/07	07046471	E11	06/11/07 20:11	85 CORWIN ST	FIRE IN BUILDING	1	111 - Building fire
05/12/07	07037922	E11	05/12/07 04:48	70 SAN JOSE AV	WORKING FIRE	1	111 - Building fire
05/01/07	07034728	T11	05/01/07 15:29	293 JERSEY ST	SMOKEIN BUILDING	1	118 - Trash or rubbish fire, contained
03/21/07	07023575	T11	03/21/07 22:16	802 DIAMOND ST	EXTINGUISHED FIRE	1	118 - Trash or rubbish fire, contained
03/21/07	07023495	T11	03/21/07 16:40	509 CRESCENT AV	WORKING FIRE	1	111 - Building fire
03/01/07	07017325	E11	03/01/07 06:09	801 CORBETT AV	WORKING FIRE	2	111 - Building fire
02/24/07	07016225	T11	02/24/07 22:38	921 CASTRO ST	WORKING FIRE	1	111 - Building fire
01/11/07	07003144	T11	01/11/07 07:07	57 BESSIE ST	FIB-RESIDENTIAL	1	111 - Building fire
01/07/07	07001979	E38	01/07/07 03:58	FILLMORE ST/GEARY BL	SM OUTSIDE FIRE	1	118 - Trash or rubbish fire, contained
01/04/07	07001013	E38	01/04/07 04:54	770 OFARRELL ST	FIRE IN BUILDING	1	111 - Building fire
2006				Year Total: 15			
12/03/06	06095161	E38	12/03/06 23:13	1355 SUTTER ST	WORKING FIRE	1	111 - Building fire
11/03/06	06086517	E38	11/03/06 02:27	1010 FILLMORE ST	WORKING FIRE	1	111 - Building fire
10/10/06	06079660	E38	10/10/06 06:30	1475 POLK ST	WORKING FIRE	1	111 - Building fire
10/02/06	06077383	E38	10/02/06 18:22	374 5TH ST	WORKING FIRE	4	111 - Building fire
09/04/06	06069299	E38	09/04/06 18:08	SUTTER ST/WEBSTER ST	VEHICLE FIRE	1	131 - Passenger vehicle fire
09/02/06	06068680	E38	09/02/06 06:36	1000 SUTTER ST	WORKING FIRE	1	111 - Building fire
08/24/06	06066236	E38	08/24/06 09:39	1264 BUSH ST	SMOKEIN BUILDING	1	118 - Trash or rubbish fire, contained
08/09/06	06062048	E38	08/09/06 03:18	CALIFORNIA ST/DIVISADERO ST	TRASH FIRE	1	118 - Trash or rubbish fire, contained
07/20/06	06056225	T19	07/20/06 04:11	2647 18TH AV	LG OUTSIDE FIRE	1	142 - Brush, or brush and grass mixture fire
07/18/06	06055815	E38	07/18/06 17:22	812 CENTRAL AV	WORKING FIRE	3	111 - Building fire
06/23/06	06048510	E16	06/23/06 14:06	1957 UNION ST	SM OUTSIDE FIRE	1	151 - Outside rubbish, trash or waste fire
06/17/06	06046718	E38	06/17/06 10:35	1085 SUTTER ST	WORKING FIRE	1	113 - Cooking fire, confined to container
06/11/06	06044975	E38	06/11/06 02:51	1346 PINE ST	SMOKEIN BUILDING	1	150 - Outside rubbish fire, other
05/31/06	06041917	E38	05/31/06 15:40	30 STEINER ST	WORKING FIRE	1	100 - Fire, other
05/31/06	06041869	E38	05/31/06 13:15	2524 LOMBARD ST	FIRE IN BLDG	1	111 - Building fire



CITY AND COUNTY OF SAN FRANCISCO EMPLOYMENT OPPORTUNITY



Please be sure to read the entire announcement before completing an application

H-6 INVESTIGATOR, FIRE DEPARTMENT

Description of Position:

Under general supervision, performs duties including, but not limited to: investigates the cause, origin, and circumstances of fires to ascertain if of incendiary origin, or caused by failure to comply with State, City, or County codes covering fire prevention and public safety; investigates false alarms; interrogates suspects; interviews and secures witnesses and gathers evidence for hearings; provides expert testimony in a Court of Law when necessary; prepares accurate and detailed investigative reports; and performs other duties as assigned, including the performance of fire suppression and emergency medical tasks. An H-6 Investigator is a peace officer.

Eligibility Requirements:

This examination is open to all members in classes H-2 Firefighter and H-3 Firefighter/Paramedic (Level 3 only) who have three years experience as a permanent appointee in the San Francisco Fire Department as of the adoption of the H-6 Investigator eligible list (including those on leave for exempt or provisional appointments to other positions, e.g., H-10).

Because the rank of H-6 Investigator serves as an expert witness in a Court of Law, applicants must possess experience responding to 100 fires (e.g., structure, vehicle, trash, grass, or wildland). Applicants must complete and submit a Supplemental Form to document the 100 fires to which they have responded. The Supplemental Form will be issued as an attachment to the General Order announcing the posting of the job announcement.

How to Apply:

Applications for this position are being accepted through an on-line process. Visit www.jobaps.com/sf to begin the application process by registering an account.

- Click and select the H-6 job announcement
- Click on "Apply" and read and acknowledge the information
- Click on "I am a New User" [members who applied for the H-20 Lieutenant and/or H-4 Inspector exam processes should click on "I have registered previously"]
- Follow the instructions provided on the screen

In the experience section of the application, you need only list your experience as a uniformed member of the San Francisco Fire Department.

Computer kiosks are located in the lobby of the Department of Human Resources, 44 Gough Street, San Francisco, for use by the public to apply for City jobs. The hours of operation are from 8:00 AM to 5:00 PM, Monday through Friday.

A completed application must be submitted online and a completed Supplemental Form must be submitted to Room 209 at Fire Department Headquarters **by 5:00 PM on September 02, 2008**. Failure to submit the completed application and Supplemental Form **by 5:00 PM on September 02, 2008** will result in disqualification from this selection process.

Selection Procedure:

The exercises (and their relative weights) that will comprise the examination are as follows:

- 1) Communications (40%) 2) Investigation (60%)

Qualified applicants will be notified by mail of the exact dates, times, and locations of the two exercises, which are scheduled to be administered in October 2008 and January 2009, respectively. Candidates who successfully complete both exercises will receive a final score, which is a composite of the scores obtained on the two exercises.

Qualified candidates with disabilities requiring reasonable accommodation for this examination **MUST** contact the Fire Services Examination Unit by phone at (415) 558-3610 (Voice) or, if hearing impaired, (415) 775-9484 (TDD), or in writing at 698 Second Street, Room 209, San Francisco CA 94107 (specify class H-6), prior to the examination.

Eligible List:

The duration of the eligible list resulting from this selection process will be three years.

Certification Rule:

In accordance with Civil Service Rule 313.3.4, the certification rule to be used for the eligible list will be Statistically Valid Grouping (Sliding Band).

Secondary Criteria:

In accordance with Civil Service Rule 313.2.1, the Chief of Department will consider the following secondary criteria when making appointments from the eligible list:

- Fire Department experience (i.e., length and variety)
- Education and training
- Completion of State Fire Marshal courses or equivalent
- Disciplinary record

Secondary criteria items will be reviewed in totality and will not be weighted. Candidates will be asked to complete a Secondary Criteria form at a later date. Candidates will be notified via Fire Department General Order when to submit the Secondary Criteria form.

Notes:

- 1) This announcement is issued in accordance with Civil Service Rule 310.

- 2) A description of and/or test preparation materials for all exercises will be made available to candidates at a later date. Candidates will be notified via Fire Department General Order as to when and where to obtain these materials.
- 3) Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting of a notice on the bulletin board at 44 Gough Street.
- 4) Candidates should be familiar with the Fire Department manuals and other references listed below. This is a suggested reading list only. The examination will cover materials selected from this list, as well as expertise gained as a Firefighter and/or Firefighter Paramedic.

SFFD Fire Investigation Operation Guide

SFFD Rules and Regulations

Building Construction Related to the Fire Service [IFSTA]

California Penal Code Section 450-457.1 [<http://www.leginfo.ca.gov>]

Kirk's Fire Investigation, 6th Edition, 2008

NFPA 921, Guide for Fire and Explosion Investigation, 2008 Edition

Reference Booklet of Report Completion Instructions*

*** A Reference Booklet of Report Completion Instructions developed for test purposes will be made available with the test preparation manuals, the availability of which will be announced via General Order at a later date.**

SFFD manuals are available for purchase at the Division of Training. Contact the Division of Training for the availability of non-SFFD references. It is an applicant's responsibility to update the publications listed as suggested reading materials by acquiring any Department-authorized revisions, supplements, and/or replacements issued prior to September 25, 2008.

- 5) Examination scores will be standardized.
- 6) Before appointment, selected members must pass a thorough physical examination by the Department Physician including the procedures set forth in the SFFD Promotional and End-of-Probation Alcohol and Drug Testing Policy.
- 7) Before appointment, as part of the weapon issuance process, selected members must pass a background check conducted by the San Francisco Police Department.
- 8) Before appointment, selected members must pass a psychological examination consisting of written tests and a clinical interview to determine the candidate's fitness/suitability for peace officer work.
- 9) The City and County of San Francisco's Substance Abuse Policy, in compliance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991 employing the Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) regulations, requires drug and alcohol testing for employees in "safety-sensitive" positions. Some H-6 Investigator positions may qualify as "safety-sensitive" as defined by the FMCSA and FTA regulations. The selected applicants for safety-sensitive positions will be required to pass a Pre-Employment drug test prior to appointment and shall be subject to Random, Post-Accident, Reasonable Suspicion, Return-To-Duty, and Follow-Up testing during employment. Prior to appointment to an FMCSA position, each applicant who has participated in a DOT drug and alcohol testing program within the immediately

preceding two years will be required to sign a consent form authorizing the City to contact his/her prior employers concerning his/her drug and alcohol test history.

- 10) Prior to appointment, appointees must complete and submit a "Conviction History Form".
- 11) After appointment to a permanent position, the employee must serve a six-month probationary period, during which the employee must demonstrate the ability to perform the work assigned to the position. All time off taken will extend the probation end date by the same amount of days.
- 12) As a condition of probation, the employee must also obtain PC 832 Certification (classroom and range) or P.O.S.T. Certification. Employees who are unable to obtain this certification will be released from probation and returned to their permanent rank.
- 13) An applicant/eligible who changes his or her residence after having filed an application must promptly file a "Change of Address" form with the Fire Services Examination Unit, 698 Second Street, Room 209. Failure to do so can result in loss of eligibility.
- 14) All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.
- 15) In Accordance with Section 3929 of the San Francisco Fire Department Rules and Regulations, whenever a conflagration, emergency, or disaster requiring the services of more than the available on-duty officers and members of the uniformed force of the Department, off-duty members must report for duty when summoned by the Chief of Department, and may be assigned to perform emergency response operations. As such, all incumbents in the rank of H-6 Investigator are, as a condition of employment, required to be physically able to perform the duties of an H-2 Firefighter as well as those of an H-6 Investigator.

ISSUED: August 19, 2008
ANNOUNCEMENT #: 054919
FSEU, (415) 558-3610

Micki Callahan
Director
Department of Human Resources

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H6 Investigator, Fire Department

Powered by [JobAps](#)

Recruitment #CBT-H006-900679

Department Public Safety

Analyst Jennifer Lo

Date Opened 10/30/2014 8:00:00 AM

Filing Deadline 11/12/2014 5:00:00 PM

Salary \$134,472.00 - \$134,472.00/year

Job Type CBT Discrete

INTRODUCTION

Under general supervision, performs duties including, but not limited to: investigates the cause, origin, and circumstances of fires to ascertain if of incendiary origin, or caused by failure to comply with State, City, or County codes covering fire prevention and public safety; investigates false alarms; interrogates suspects; interviews and secures witnesses and gathers evidence for hearings; provides expert testimony in a Court of Law when necessary; prepares accurate and detailed investigative reports; and performs other duties as assigned, including the performance of fire suppression and emergency medical tasks. An H-6 Investigator is a peace officer.

MINIMUM QUALIFICATIONS

This examination is open to all members in classes H-2 Firefighter and H-3 Firefighter/Paramedic (Level 3 only) who have four years of experience as a permanent appointee in the San Francisco Fire Department as of the close of application filing (including those on leave for exempt or provisional appointments to other positions, e.g., H-10) and have successfully completed State Fire Marshal Courses Investigation 1A and 1B.

Because the rank of H-6 Investigator serves as an expert witness in a Court of Law, applicants must possess experience responding to a minimum of 100 fires (e.g., structure, vehicle, trash, grass, or wildland). Applicants must complete the supplemental questionnaire to document the 100 fires to which they have responded. Applicants for this selection process who documented 100 fires in qualifying for the H-6 selection process administered in 2008 will not have to provide documentation.

SELECTION PLAN

How to Apply:

Applications for this position are being accepted through an on-line process. Visit www.jobaps.com/sf to begin the application process by registering an account.

- Click and select the H-6 job announcement
- Click on "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not registered before, or "I have Registered Previously"
- Follow the instructions provided on the screen
- After submitting your application online, you will receive an e-mail acknowledging receipt of the application. If you have questions regarding the online application process, please contact Jen Lo by email [Jen.Lo@sfgov.org]

In the experience section of the application, you need only list your experience as a uniformed member of the San Francisco Fire Department.

Computer kiosks are located in the lobby of the Department of Human Resources, 1 South Van Ness, 4th Floor, San Francisco, for use by the public to apply for City jobs. The hours of operation are from 8:00 AM to 5:00 PM, Monday through Friday.

A completed application and supplemental questionnaire must be submitted online by 5:00 pm on November 12, 2014. Failure to submit the completed application and supplemental questionnaire **by 5:00 PM on November 12, 2014** will result in disqualification from this selection process.

Selection Procedure:

The selection process will consist of a communication exercise and an investigation exercise. The exam will be designed to measure candidates' relative knowledge and ability in job-related areas. A description of and/or test preparation materials for both exercises will be made available to candidates via the internet at a later date. Candidates will be notified via email as to when and where to obtain these materials.

Qualified applicants will be notified by email of the exact date, time, and location of the exercises, which are tentatively scheduled to be administered between January and March 2015.

Candidate final scores will be a composite of the scores they obtained on the two exercises. A passing score will be established with respect to the final scores. Only those candidates who attain a final score at or above the pass point will have their names included on the eligible list.

Reasonable Accommodation Request

Information on requesting reasonable accommodation for persons with disabilities can be found at http://www.sfdhr.org/index.aspx?page=20#applicants_with_disabilities.

General Information Concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at <http://www.sfdhr.org/index.aspx?page=20> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Terms of Announcement:

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods, and other particulars, except when superseded by Federal, State, or Local laws, rules, or regulations. Clerical errors may be corrected by the posting of the correction on the Department of Human Resources website at www.jobaps.com/sf.

Eligible List:

The duration of the eligible list resulting from this selection process will be three years and may be extended for an additional year.

Certification Rule:

In accordance with Civil Service Rule 313.3.4, the certification rule to be used for the eligible list will be Statistically Valid Grouping (Sliding Band).

Secondary Criteria:

In accordance with Civil Service Rule 313.2.1, the Chief of Department will consider the following secondary criteria when making appointments from the eligible list:

- Fire Department Experience (i.e., length and variety)
- Education and Training
- Completion of State Fire Marshal courses or equivalent
- Disciplinary Record

Secondary criteria items will be reviewed in totality and will not be weighted. Candidates will be asked to complete a Secondary Criteria form at a later date. Candidates will be notified via a Fire Department General Order when to submit the Secondary Criteria form.

Notes:

1) This announcement is issued in accordance with Civil Service Rule 310. Civil Service Rules 310, 311 and 312 relate to Class-Based Testing for the City and County of San Francisco. They specify announcement, application and examination policies and procedures, including applicant appeal rights. These rules can be obtained at <http://www.sfgov3.org/index.aspx?page=300>.

2) Candidates should be familiar with the Fire Department manuals and other references listed below. This is a suggested reading list only. The examination will cover materials selected from this list, as well as expertise gained as a Firefighter and/or Firefighter Paramedic.

SFFD Fire Investigation Operation Guide
SFFD Rules and Regulations
Building Construction Related to the Fire Service [IFSTA]

California Penal Code Section 450-457.1 [<http://www.leginfo.ca.gov>]

Kirk's Fire Investigation, 7th Edition, 2011

NFPA 921, Guide for Fire and Explosion Investigation, 2014 Edition

NFPA 1033, Standard for Professional Qualifications for Fire Investigator, 2014 Edition

Reference Booklet of Report Completion Instructions*

*** A Reference Booklet of Report Completion Instructions developed for test purposes will be made available with the test preparation manuals, the availability of which will be announced via email at a later date.**

SFFD manuals are available for purchase at the Division of Training. Contact the Division of Training for the availability of non-SFFD references. It is an applicant's responsibility to update the publications listed as suggested reading materials by acquiring any Department-authorized revisions, supplements, and/or replacements issued prior to November 12, 2014.

- 3) Examination scores will be standardized.
- 4) Before appointment, selected members must pass a thorough physical examination by the Department Physician including the procedures set forth in the SFFD Promotional and End-of-Probation Alcohol and Drug Testing Policy.
- 5) Before appointment, as part of the weapon issuance process, selected members must pass a background check conducted by the San Francisco Police Department.
- 6) Before appointment, selected members must pass a psychological examination consisting of written tests and a clinical interview to determine the candidate's fitness/suitability for peace officer work.
- 7) The City and County of San Francisco's Substance Abuse Policy, in compliance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991 employing the Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) regulations, requires drug and alcohol testing for employees in "safety-sensitive" positions. Some H-6 Investigator positions may qualify as "safety-sensitive" as defined by the FMCSA and FTA regulations. The selected applicants for safety-sensitive positions will be required to pass a Pre-Employment drug test prior to appointment and shall be subject to Random, Post-Accident, Reasonable Suspicion, Return-To-Duty, and Follow-Up testing during employment. Prior to appointment to an FMCSA position, each applicant who has participated in a DOT drug and alcohol testing program within the immediately preceding two years will be required to sign a consent form authorizing the City to contact his/her prior employers concerning his/her drug and alcohol test history.
- 8) After appointment to a permanent position, the employee must serve a six-month probationary period, during which the employee must demonstrate the ability to perform the work assigned to the position. All time off taken will extend the probation end date by the same amount of days.
- 9) As a condition of probation, the employee must also obtain PC 832 Certification (classroom and range) or P.O.S.T. Certification. Employees who are unable to obtain this certification will be released from probation and returned to their permanent rank.
- 10) Any changes to your contact information (name, e-mail address, home address, phone number, etc.) should be updated immediately. To update your contact information, go to www.jobaps.com/sf, click on "Update My Contact Info," enter your UserID and Password, then enter your new information. You must click on "Update Contact Information" again at the bottom of the page in order for your changes to be submitted. Failure to maintain current contact information may result in loss of eligibility.
- 11) In Accordance with Section 3929 of the San Francisco Fire Department Rules and Regulations, whenever a conflagration, emergency, or disaster requiring the services of more than the available on-duty officers and members of the uniformed force of the Department, off-duty members must report for duty when summoned by the Chief of Department, and may be assigned to perform emergency response operations. As such, all incumbents in the rank of H-6 Investigator are, as a condition of employment, required to be physically able to perform the

duties of an H-2 Firefighter as well as those of an H-6 Investigator.

CONVICTION HISTORY

As part of the selection process an image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) history will disqualify you as a candidate based on the specific requirements of the position to which you are applying. If selected for fingerprinting, the hiring department will contact you to schedule an appointment.

Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

ISSUED: October 29, 2014	Micki Callahan
ANNOUNCEMENT #: 900679	Director
PST, (415) 551-8946 JLo	Department of Human Resources

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

[Accessibility](#) [Policies](#)

City and County of San Francisco ©2000-2013

H-6 Investigator, Fire Department

Recruitment #cbt-h006-903014

DEPARTMENT	Public Safety
ANALYST	Noemi Herndon
DATE OPENED	10/22/2018 08:00:00 AM
FILING DEADLINE	11/2/2018 4:00:00 PM
SALARY	\$145,548.00 - \$145,548.00/year
JOB TYPE	CBT Discrete
EMPLOYMENT TYPE	Full-Time

INTRODUCTION

Description of Position:

Under general supervision, performs duties including, but not limited to: investigates the origin, cause, and circumstances of fires to ascertain if of incendiary origin, or caused by failure to comply with State, City, or County codes covering fire prevention and public safety; investigates false alarms; interrogates suspects; interviews and secures witnesses and gathers evidence for hearings; provides expert testimony in a Court of Law when necessary; prepares accurate and detailed investigative reports; and performs other duties as assigned, including the performance of fire suppression and emergency medical tasks. An H-6 Investigator is a peace officer.

MINIMUM QUALIFICATIONS

Eligibility Requirements:

This examination is open to all members in classes H-2 Firefighter and H-3 Firefighter/Paramedic (Level 3 only) who have four years of experience as a permanent appointee in the San Francisco Fire Department as of the close of application filing (including those on leave for exempt or provisional appointments to other positions, e.g., H-10) and have successfully completed State Fire Marshal Courses Investigation 1A and 1B.

Because the rank of H-6 Investigator serves as an expert witness in a Court of Law, applicants must possess experience responding to a minimum of 100 fires (e.g., structure, vehicle, trash, grass, or wildland). Applicants must complete the supplemental questionnaire to document the 100 fires to which they have responded. Applicants for this selection process who documented 100 fires in qualifying for the H-6 selection process administered in 2014 will not have to provide documentation.

How to Apply:

Applications for City and County of San Francisco jobs are only accepted through an on-line process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the H-6, Fire Investigation job announcement
- Select "Apply" and read and acknowledge the information

- Select either “I am a New User” if you have not previously registered, or “I have Registered Previously”
- Follow the instructions provided on the screen

In the experience section of the application, you need only list your experience as a uniformed member of the San Francisco Fire Department.

Computer kiosks are available for the public (from 0800 to 1700 Monday through Friday) to file on-line applications in the lobby of the Department of Human Resources, 1 South Van Ness, 4th Floor, San Francisco. Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses: (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received. All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

A completed application must be submitted online and a completed Supplemental Form must be submitted to the Public Safety Team, Department of Human Resources by 4:00pm on November 2, 2018. Failure to submit the completed application and Supplemental Form by 4:00pm on November 2, 2018 will result in disqualification from this selection process.

After submitting your application online, you will receive an e-mail acknowledging receipt of the application. If you have questions regarding the online application process, please contact Amy Herndon by email [Noemi.Herndon@sfgov.org]

SELECTION PLAN

Selection Process:

The selection process will consist of a communication exercise and an investigation exercise. The exam will be designed to measure candidates’ relative knowledge and ability in job-related areas. A description of and/or test preparation materials for both exercises will be made available to candidates via the internet at a later date. Candidates will be notified via email as to when and where to obtain these materials.

Candidate final scores will be a composite of the weighted scores obtained on the two exercises. A passing score will be established with respect to the final scores. Only those candidates who attain a final score at or above the pass point will have their names included on the eligible list.

Testing Information:

Qualified applicants will be notified by email of the exact date, time, and location of the exercises, which are tentatively scheduled to be administered between February and March 2019.

Examination Preparation Guides:

Descriptions of the examination components, including component weights, will be included in the Preparation Guides. The Preparation Guides will also list the job-related task clusters from which examination tasks will be simulated, and identify knowledge and abilities that may be evaluated by each test component. It is anticipated that Preparation Guides will be available approximately 30 days prior to the administration of the test component. Qualified applicants will be notified via email when the Preparation Guides become available.

Suggested Reference Materials:

Candidates should be familiar with the Fire Department manuals and other references listed below. This is a suggested reading list only. The examination will cover materials selected from this list, as well as expertise gained as a Firefighter and/or Firefighter Paramedic.

- SFFD Fire Investigation Operation Guide
- SFFD Rules and Regulations
- Building Construction Related to the Fire Service [IFSTA]
- California Penal Code Section 450-457.1 [<http://www.leginfo.ca.gov>]
- Kirk's Fire Investigation, 8th Edition, 2017
- NFPA 921, Guide for Fire and Explosion Investigation, 2017 Edition
- NFPA 1033, Standard for Professional Qualifications for Fire Investigator, 2014 Edition
- Reference Booklet of Report Completion Instructions*

***A Reference Booklet of Report Completion Instructions developed for test purposes will be made available with the test preparation manuals, the availability of which will be announced via email at a later date.**

SFFD manuals are available for purchase at the Division of Training. Contact the Division of Training for the availability of non-SFFD references. It is an applicant's responsibility to update the publications listed as suggested reading materials by acquiring any Department-authorized revisions, supplements, and/or replacements issued prior to January 1, 2019.

Eligible List:

The duration of the eligible list resulting from this selection process will be three years and may be extended for an additional year.

Certification Rule:

In accordance with Civil Service Rule 313.3.4, the certification rule to be used for the eligible list will be Statistically Valid Grouping (Sliding Band).

Secondary Criteria: In accordance with Civil Service Rule 313.2.1, the Chief of Department will consider the following secondary criteria when making appointments from the eligible list:

- Fire Department Experience (i.e., length and variety)
- Education and Training
- Completion of State Fire Marshal courses or equivalent
- Disciplinary Record

Secondary criteria items will be reviewed in totality and will not be weighted. Candidates will be asked to complete a Secondary Criteria form at a later date. Candidates will be notified via a Fire Department General Order when to submit the Secondary Criteria form.

CONVICTION HISTORY

As part of the selection process an image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, if any, will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) history will disqualify you as a candidate based on the specific requirements of the position to which you are applying. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

NOTES:

Before appointment, selected members must pass a thorough physical examination by the Department Physician including the procedures set forth in the SFFD Promotional and End-of-Probation Alcohol and Drug Testing Policy.

Before appointment, as part of the weapon issuance process, selected members must pass a background check conducted by the San Francisco Police Department.

Before appointment, selected members must pass a psychological examination consisting of written tests and a clinical interview to determine the candidate's fitness/suitability for peace officer work.

The City and County of San Francisco's Substance Abuse Policy, in compliance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991 employing the Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) regulations, requires drug and alcohol testing for employees in "safety-sensitive" positions. Some H-6 Investigator positions may qualify as "safety-sensitive" as defined by the FMCSA and FTA regulations. The selected applicants for safety-sensitive positions will be required to pass a Pre-Employment drug test prior to appointment and shall be subject to Random, Post-Accident, Reasonable Suspicion, Return-To-Duty, and Follow-Up testing during employment. Prior to appointment to an FMCSA position, each applicant who has participated in a DOT drug and alcohol testing program within the immediately preceding two years will be required to sign a consent form authorizing the City to contact his/her prior employers concerning his/her drug and alcohol test history.

After appointment to a permanent position, the employee must serve a six-month probationary period, during which the employee must demonstrate the ability to perform the work assigned to the position. All time off taken will extend the probation end date by the same amount of days.

As a condition of probation, the employee must also obtain PC 832 Certification (classroom and range) or P.O.S.T. Certification. Employees who are unable to obtain this certification will be released from probation and returned to their permanent rank.

Any changes to your contact information (name, e-mail address, home address, phone number, etc.) should be updated immediately. To update your contact information, go to www.jobaps.com/sf, click on "Update My Contact Info," enter your UserID and Password, then enter your new information. You must click on "Update Contact Information" again at the bottom of the page in order for your changes to be submitted. Failure to maintain current contact information may result in loss of eligibility.

In Accordance with Section 3929 of the San Francisco Fire Department Rules and Regulations, whenever a conflagration, emergency, or disaster requiring the services of more than the available on-duty officers and members of the uniformed force of the Department, off-duty members must report for duty when summoned by the Chief of Department, and may be assigned to perform emergency response operations. As such, all incumbents in the rank of H-6 Investigator are, as a condition of employment, required to be physically able to perform the duties of an H-2 Firefighter as well as those of an H-6 Investigator.

Terms of Announcement: Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at www.jobaps.com/sf.

This announcement is issued in accordance with Civil Service Rule 310. Civil Service Rules 310, 311 and 312 relate to Class-Based Training for the City & County of San Francisco. They specify announcement, application and examination policies and procedures, including applicant appeal rights. These rules can be obtained at <https://sfgov.org.org/civilservice/rules>.

Reasonable Accommodation Requests: Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a **ADA Accommodation** at:

<http://sfdhr.org/information-about-hiring-process#applicantswithdisabilities>

Information regarding requests for **Veterans Preference** can be found at: <http://sfdhr.org/information-about-hiring-process#veteranspreference>

General Information concerning City and County of San Francisco Employment Policies and Procedures: Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents: Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work: All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Exam Type: Promotive Only

Issued: October 22, 2018

Micki Callahan

Human Resources Director

Department of Human Resources

Recruitment ID Number: 903014

HRD/ AH / 415-551-8943

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click [here](#).

Powered by 

September 03, 2008

Dear Applicant:

This is in response to the application you submitted for the position of H-6 Investigator, Bureau of Fire Investigation.

As indicated on the job announcement, you are required to submit documentation of 100 fires to which you have responded. Our records indicate that you have not submitted the required documentation. Consequently, your application will be placed on hold for one week to allow additional time to submit the documentation. You may submit documentation via fax [558.3463] or hand delivery to Room 209 at 698 Second Street.

If we do not receive the documentation of 100 fires in our office by 5:00 PM on Tuesday, September 10, 2008 your application will be rejected. Rejected applicants will not be invited to participate in the examination process.

Fire Services Exam Unit

I:\Workfiles\2008H6\Letters\100FireExtension.doc

City and County of San Francisco

Carol Isen

Human Resources Director



Department of Human Resources

Connecting People with Purpose

www.sfdhr.org

March 14, 2022

Larry Jacobs
[REDACTED]

Dear Mr. Jacobs,

It has recently come to our attention that according to San Francisco Fire Department [SFFD] records you do not meet the minimum requirement for H006 Investigator of having responded to 100 fires. Our decision to qualify you for the last two test processes in 2014 and 2018 was based on you qualifying in 2008 for that H006 Investigator selection process as well as your affirming on your 2014 and 2018 applications, under penalty of dismissal, that you met this minimum requirement. You may recall in 2008 that members were required to submit paper documentation of the 100 fires. Unfortunately, we have not been able to locate the records you submitted.

SFFD records indicate that even today you have not responded to 100 fires as a San Francisco Firefighter and that at the time of your 2008, 2014, and 2018 applications you had responded to 54, 84, and 89 fires, respectively. You also did not identify any prior employment as a firefighter before joining the SFFD in 2005. Unless you can provide documentation of fire experience prior to joining the SFFD from which you accumulated enough documented responses to fires, we can only conclude that the information that you provided in 2008, 2014, and 2018 was false. Based on that conclusion, and in accordance with Civil Service Commission rule 310.10 [see below], we will remove you from the eligible list.

Sec. 310.10 False Statements by Applicants

Significant false statements, whether intentional or unintentional, made or permitted by any applicant on the application or in the selection process shall be good cause for the exclusion by the Human Resources Director of such person from any examination, the removal by the Human Resources Director of the applicant's name from the eligible list, and other action under the jurisdiction of the Human Resources Director. Such action may be appealed to the Civil Service Commission. Significant false statements shall be good cause for a recommendation by the Human Resources Director to the Fire Chief for action up to and including discharge from the City and County service.

You have seven business days from the date of this letter to provide documentation of responses to fires on behalf of a jurisdiction other than the SFFD Fire Department that together with responses as a San Francisco Fire Department member from 2005 to August 2008 add up to 100 fires. You also have seven business days from the date of this letter to appeal this decision to the Civil Service Commission.

Sincerely,

Dave Johnson, Manager, Public Safety Team

C: Anna Biasbas, Deputy Director, Employment Services Division



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF RECEIPT OF APPEAL

DATE: March 21, 2022

REGISTER NO.: 0041-22-4

APPELLANT: LARRY C. JACOBS

Carol Isen
 Human Resources Director
 Department of Human Resources
 1 South Van Ness Avenue, 4th Floor
 San Francisco, CA 94103

Dear Carol Isen:

The Civil Service Commission has received the attached letter from Larry C. Jacobs, appealing the disqualification for the H-006 Arson Investigator list. Your review and action are required.

If this matter is not timely or appropriate, please submit CSC Form 13 “Action Request on Pending Appeal/Request,” with supporting information and documentation to my attention at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. CSC Form 13 is available on the Civil Service Commission’s website at www.sfgov.org/CivilService under “Forms.”

In the event that Larry C. Jacobs’s appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on May 26, 2022**, so that it may be heard by the Civil Service Commission at its meeting on June 6, 2022. If you will be unable to transmit the staff report by the May 26th deadline, or if required departmental representatives will not be available to attend the June 6th meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

You may contact me at Sandra.Eng@sfgov.org or (628) 652-1100 if you have any questions. For more information regarding staff report requirements, meeting procedures or future meeting dates, please visit the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Anna Biasbas, Department of Human Resources
Jeanne Buick, Department of Human Resources
Kate Howard, Department of Human Resources
Dave Johnson, Department of Human Resources
Mawuli Tugbenyoh, Department of Human Resources
Jesusa Bushong, San Francisco Fire Department



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent via Email

March 21, 2022

Larry C. Jacobs
[REDACTED]

Subject: **Register No. 0041-22-4: Appealing the Disqualification for the H-006 Arson Investigator List.**

Dear Larry C. Jacobs:

This is in response to your appeal submitted to the Civil Service Commission on March 17, 2022, appealing the disqualification for the H-006 Arson Investigator List. Your appeal has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form.

In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date by email to civilservice@sfgov.org. Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email Sandra.Eng@sfgov.org or by phone at (628) 652-1100 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION

/s/


SANDRA ENG
Executive Officer

Arson H-006 Eligibility List Removal Appeal

jacob laurence <[REDACTED]>

Thu 3/17/2022 9:52 PM

To: CivilService, Civil (CSC) <civilservice@sfgov.org>

 1 attachments (2 MB)

CSC-12 Appeal SFFD.pdf;

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Date 3-17-2022

I have enclosed the CSC-12 Appeal Form to formally Appeal the decision by Carol Isen Deputy Director of Human Resources to remove my name from the current H-006 Arson Investigator List for the SFFD.

Respectfully,

Larry Jacobs



CIVIL SERVICE COMMISSION
City and County of San Francisco
 25 Van Ness Avenue, Suite 720
 San Francisco, California 94102-6033
 Executive Officer
 (628) 652-1100

CSC Register No.

 To: _____
 CC: _____

APPEAL TO THE CIVIL SERVICE COMMISSION

INSTRUCTIONS:

Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above **within the designated number of days** following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. **(E-mail is not accepted.)** It is recommended that you include all relevant information and documentation in support of your appeal.

TYPE OF APPEAL: (Check One)

- Examination Matters (by close of business on 5th working day)
- Employee Compensation Matters (by close of business on 7th working day) - Limited application
- Personal Service Contracts (Posting Period)
- Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days)
- Future Employability Recommendations (See Notice to Employee)

"During the Shelter Order dated March 17, 2020, we are accepting appeals by email at civilservice@sfgov.org"

Larry Charles Jacobs	800 Ave. I	415 558-3248
Full Name of Appellant	Work Address	Work Telephone
H-2	San Francisco Fire Department	
Job Code	Title	Department
██████████	Fire Fighter/EMT	████████████████████
Residence Address	City	State Zip Home Telephone
Dan Siegel/Jane Brunner	██████████	
Full Name of Authorized Representative (if any)	Telephone Number of Representative (including Area Code)	

NOTE: If this is deemed to be a timely and appealable matter, the department will submit a staff report to the Civil Service Commission to request that it be scheduled for hearing. You will be notified approximately one week in advance of the hearing date, at which time you will be able to pick up a copy of the department's staff report at the Commission's offices. If you would instead prefer Commission staff to email you a copy of the meeting notice and staff report, please provide your email address below.

Email:

COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE. (Use additional page(s) if necessary)

Does the basis of this appeal include new information not previously presented in the appeal to the Human Resources Director? If so, please specify.	Check One: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Original Signature of Appellant or Authorized Representative

3-17-2022

Date

CSC-12 (5/2021)

Date Received by Civil Service Commission: _____

CSC-12 (5/2021)

(Use additional sheets if needed)

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THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE CITY AND COUNTY OF SAN FRANCISCO

LARRY JACOBS,)
)
Plaintiff,)
) CASE NO.
) CGC-20-586245
V.)
)
CITY AND COUNTY OF)
)
SAN FRANCISCO and DOES 1)
)
through 15,)
)
Defendant.)

REPORTER'S TRANSCRIPT OF TRIAL PROCEEDINGS
HONORABLE CURTIS E. A. KARNOW, JUDGE
400 MCALLISTER STREET, DEPARTMENT 611
SAN FRANCISCO, CALIFORNIA 94102
TUESDAY, APRIL 5, 2022
PAGES 764 - 929; VOLUME 5

BEHMKE REPORTING AND VIDEO SERVICES, INC.
BY: JUDITH A. DeALBA, CSR NO. 5709 RPR, CCRR, CRR, RMR
455 MARKET STREET, SUITE 970
SAN FRANCISCO, CALIFORNIA 94105
(415) 597-5600

1 APPEARANCES OF COUNSEL:

2 FOR PLAINTIFF:

3 SIEGEL, YEE, BRUNNER & MEHTA

4 BY: DAN SIEGEL, ATTORNEY AT LAW

5 JANE BRUNNER, ATTORNEY AT LAW

6 475 14th Street, Suite 500

7 Oakland, California 94612

8 Telephone: (510) 839-1200

9 Email: danmsiegel@gmail.com

10 janebrunner@hotmail.com

11

12 FOR DEFENDANT:

13 CITY AND COUNTY OF SAN FRANCISCO

14 BY: AMY FRENZEN, DEPUTY CITY ATTORNEY

15 KATE G. KIMBERLIN, DEPUTY CITY ATTORNEY

16 1390 Market Street, Fifth Floor

17 San Francisco, California 94102

18 Telephone: (415) 554-3885

19 Email: amy.frenzen@sfcityatty.org

20 kate.kimberlin@sfcityatty.org

21

22

23

24

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1 data together for all the calls and check if building
2 systems are suppressing the fire. That was great. I
3 just thought that was really, really good.

4 And then I also kept looking and looking and
5 then I found out that you could -- it would be used for
6 training.

7 But I think one of the most things I was
8 surprised about is the FEMA grants, the budget, the data
9 that's compiled. You're able to use the number of
10 calls. And, in fact, I went ahead and looked up some
11 grants that allow for firefighters.

12 So it's usually -- for the most part, it's
13 really used, besides all of that, but for budgets. And
14 it's a requirement that -- it's not a requirement but
15 it's a consideration that FEMA looks at with fire
16 departments based on the NFIRS input.

17 Q. Okay. I'd like to change the subject for a
18 minute and go all the way back to 2014, if we can.

19 Can we look at Exhibit 4? And while that's
20 going up, let me ask you -- why don't you find
21 Exhibit 4? That's in the first of our binders.

22 A. Yes.

23 Q. Have you got it, Mr. Jacobs?

24 A. I have it, sir.

25 Q. Do you recall back in 2008 when you were

1 documenting your hundred dispatches?

2 A. Yes, sir.

3 Q. And do you recall being given any information
4 by the fire department telling you what to include and
5 what not to include?

6 A. No, sir.

7 Q. And I won't go over it again, but you've
8 provided that information by going through the logs?

9 A. In 2008, yes, sir.

10 Q. Could we look at the paragraph -- the second
11 paragraph under Eligibility Requirements?

12 If we can make that so we can all read it.

13 Now, Mr. Jacobs, it says, "Because the rank of
14 H-6 Investigator serves as an expert witness in a Court
15 of Law, applicants must possess experience responding to
16 a minimum of 100 fires (e.g., structure, vehicle, trash,
17 grass, or wildland)."

18 Do you see that?

19 A. I do, sir.

20 Q. And then it also says, "Applicants must
21 complete and submit the Supplemental Form to document
22 the 100 fires to which they have responded. Applicants
23 for this selection process who documented 100 fires in
24 qualifying for the H-6 selection process administered in
25 2008 will not have to provide further documentation."

1 ---oOo---

2 CROSS-EXAMINATION BY MS. KIMBERLIN

3 BY MS. KIMBERLIN:

4 Q. Hello again, Mr. Jacobs.

5 A. Hello.

6 Q. I want to start by looking at Exhibit 4,
7 please.

8 A. (Witness complies.)

9 Q. And let's look at that same paragraph, the
10 third paragraph on the page describing fires.

11 Do you understand what it means to respond to a
12 fire, sir?

13 A. I -- you're saying -- you're picking -- which
14 sentence are you speaking of in this -- the third
15 paragraph?

16 Q. Sure. I'll read it here.

17 It says, "Because the rank of H-6 Investigator
18 serves as an expert witness in a Court of Law,
19 applicants must possess experience responding to a
20 minimum of 100 fires."

21 A. Responding, yes.

22 Q. You understand what that means?

23 A. I do.

24 Q. You understand that means actually arriving on
25 the scene of a fire?

1 A. Responding and arriving are two different
2 words.

3 Q. Huh. How would you describe responding to?

4 A. We leave the firehouse to go to the call. We
5 responded to what would be a documented fire.

6 Q. So in your mind, responding to is being
7 dispatched?

8 A. Responding and dispatched to me are equal,
9 correct.

10 Q. So in your mind, getting on the truck and never
11 arriving at a fire means responding to it?

12 A. I can't say that I didn't arrive at the fire.
13 We responded.

14 Q. You heard Chief Nicholson testify earlier about
15 the fact that when a apparatus and engine, a truck or
16 what have you arrives at a fire, you either press a
17 button or you call in indicating that you've arrived on
18 the scene?

19 A. Some officers will -- yes, officers will do
20 that, yes.

21 Q. And that's not you because you're not an
22 officer, right, sir?

23 A. No, ma'am.

24 Q. That's not your responsibility?

25 A. No, ma'am.

1 Q. And you understand the difference between
2 arriving on the scene and being dispatched?

3 A. On scene and dispatch, yes.

4 Q. And those are two different things?

5 A. In my mind, they are.

6 Q. But you still believe that responding to a fire
7 includes simply being dispatched?

8 A. Absolutely. I think they would have used the
9 word arrive on scene so, yeah, it's what I believe.

10 And if I may --

11 Q. No, you may not.

12 THE COURT: No.

13 MS. KIMBERLIN: I don't have a question
14 pending.

15 THE COURT: I can handle all those sorts of
16 questions.

17 MS. KIMBERLIN: Thank you, Judge.

18 THE COURT: If you'll just answer the question.

19 THE WITNESS: Yes, sir.

20 THE COURT: Thank you, Mr. Jacobs.

21 BY MS. KIMBERLIN:

22 Q. As you mentioned, you completed accumulating
23 these papers on Sunday you said?

24 A. Finished that correlating with the logbook,
25 yes.

1 Q. So forgive me as I fumble through them as I
2 received them very recently.

3 Do you know what an event history detail is,
4 Mr. Jacobs?

5 A. I don't know. That's above my pay grade. It
6 could be something with dispatch, it could be any -- I
7 don't know what that is.

8 Q. So you're not familiar with an event history
9 detail that's linked to the department's NFIRS database?

10 A. That would be something out of my purview.

11 Q. And that's because you're not an officer that
12 normally has access to the databases?

13 A. Correct. We're limited.

14 Q. You testified that you used another officer's
15 login in order to access the documents that we were
16 looking at earlier. Right?

17 A. Yes.

18 Q. What officer?

19 A. You want the name?

20 Q. Yes, I do.

21 A. Okay. I'm going to tell you the name and I
22 will give it to you. I do have an issue because I don't
23 want any problems for this officer. But he told me and
24 I told him what was up and he said he can stand the
25 pain.

1 So the officer was Tom Murphy at Station 48.

2 Q. And did Mr. Murphy tell you about the fact that
3 there's an event history detail that he has access to?

4 A. Absolutely not.

5 Q. He didn't show you that it will indicate what
6 units responded to an actual fire?

7 A. No.

8 Q. And he didn't tell you that that database
9 demonstrates exactly which firefighters responded to a
10 fire?

11 A. No.

12 Q. And you didn't print out any of the material
13 from the event history detail?

14 A. I don't even know if he knows how to do that.

15 Q. And you didn't pull up the data within the
16 San Francisco Fire Department's database about which
17 units were cancelled on their way to arriving at all of
18 these incidents?

19 A. I don't have access. I have no idea how to do
20 that.

21 Q. Because you're not an officer, you've never
22 filled out an NFIRS form, have you?

23 A. I have not.

24 Q. And you're not accustomed to running the type
25 of reports that are included as Exhibits 71 through 82?

1 You're not accustomed to running those types of reports,
2 are you, sir?

3 A. I've never run an NFIRS report. Only the ones
4 that I started a few weeks -- a week and a half back
5 through the PIO briefing search that gives me the NFIRS
6 number incident and what happened.

7 Q. Let's look at Exhibit 71.

8 A. I have it.

9 Q. I want to look up at the very top left of this
10 document. There's a small date printed there. Further
11 up. All the way at the top.

12 This reads, "3/17/22, 5:02 AM."

13 A. Yes.

14 Q. Is that the time that you created and printed
15 this report?

16 A. Up all night printing them, yes.

17 Q. And you testified that the way that you
18 accessed the next page of the document -- if we can flip
19 to the next page. This document -- is by clicking on
20 the incident report on the prior page?

21 A. Yes, ma'am.

22 Q. But you don't know whether or not this is a
23 complete NFIRS report, do you?

24 A. Every incident report I've seen has the same
25 thing that has the narrative at the bottom and the

1 disclaimer. So it will be a good assumption.

2 Am I an expert in NFIRS? No.

3 Q. And you don't know whether or not there's other
4 components to an NFIRS report beyond what's included
5 here, do you?

6 A. Absolutely not.

7 Q. For example, looking at the resources section
8 of this document where it includes -- it indicates that
9 nine apparatus and 31 personnel were dispatched to this
10 fire.

11 A. Yes, ma'am.

12 Q. You don't know whether or not a complete report
13 would indicate which of those apparatus were cancelled
14 before arrival, do you?

15 A. I do not.

16 Q. And looking at the description at the bottom of
17 this document.

18 A. Uh-huh.

19 Q. "Outside trash fire, extinguished on arrival by
20 police."

21 Does that indicate that any firefighters were
22 involved with extinguishing this fire?

23 A. From the NFIRS, no.

24 Q. Let's flip a few pages in. Let's look at the
25 Page 71.C-2.

1 THE COURT: 73.A-2. Thank you.

2 MS. KIMBERLIN: Thank you.

3 Q. This is referring to a January 11, 2008
4 incident.

5 A. Okay. I see it.

6 Q. Do you see in the narrative, "upon arrival
7 alarm was sounding fire already extinguished"?

8 Do you see that, sir?

9 A. I do.

10 Q. And do you know whether all three apparatus
11 that were dispatched to this fire actually arrived on
12 scene?

13 A. It doesn't -- well, it says apparatus here.
14 Arrived on scene is not on this form.

15 Q. In fact, isn't it accurate to say, sir, that
16 none of the documents in what have now been marked
17 Exhibits 72 to 82 demonstrate whether or not these
18 apparatus actually arrived on the scene?

19 A. No, it just shows that they responded.

20 Q. It just shows they were dispatched, right, sir?

21 A. Which is responding to, yes, dispatch.

22 Q. Let's go ahead and look at what has been marked
23 as Exhibit 83.

24 A. I'm here.

25 Q. You testified that this was something that

1 H-6?

2 A. I know they didn't look up his fire history.

3 Q. You have no personal knowledge about what the
4 department did, did you, sir?

5 A. Only by testimony from the witness here, yes.
6 But no personal knowledge.

7 Q. You don't know whether or not they asked
8 Mr. La Eace to provide additional evidence in support of
9 his fires, do you?

10 A. I do not.

11 Q. Do you believe that the document that's been
12 marked as Exhibit 83, Mr. La Eace's fire history, is
13 inaccurate?

14 A. I think the history of this document speaks for
15 itself.

16 Q. I'm asking for your opinion. Do you believe
17 it's accurate?

18 A. Am I -- opinion, I take it for what it is. It
19 seems like -- to be honest, if it came to me for myself,
20 I don't know if this is accurate. But it's what the
21 fire department uses so I let the document speak for
22 itself.

23 Q. You understand that in order to be -- hold on
24 for just a moment.

25 You understand that in order to be an H-6

1 investigator, that would require you to testify in
2 court?

3 A. Yes, ma'am.

4 Q. And testify about your experience fighting
5 fires?

6 A. Yes, ma'am.

7 Q. And testify to the level of expertise you have
8 of actually putting fires out?

9 A. Putting fires out, I'd have to question that.

10 If you're on scene, you can look at char
11 patterns, burn patterns. You can use the knowledge base
12 that you have kind of learned through the years and
13 apply that.

14 Just going and putting water on a fire doesn't
15 mean you're going to experience the burn patterns and
16 the origin and cause that most investigators will get
17 there after the fire.

18 So putting the fire out is a great option. But
19 I think it's more advantageous for after when you can
20 learn and see the patterns.

21 Q. But in order to see those patterns and learn,
22 you have to arrive on the scene, don't you, sir?

23 A. Absolutely.

24 Q. Is there anything about a cooking fire that's
25 contained to a container, burnt food, that you think

1 STATE OF CALIFORNIA)
2) ss
3 COUNTY OF SAN FRANCISCO)
4

5 I hereby certify that the foregoing hearing was
6 taken at the time and place herein named, and that the
7 hearing is a true record of the proceedings as reported
8 by me, a duly certified shorthand reporter and a
9 disinterested person, and was thereafter transcribed
10 into typewriting by computer.

11 I further certify that I am not interested in
12 the outcome of the said action, nor connected with, nor
13 related to, any of the parties in said action or their
14 respective counsel.

15 IN WITNESS WHEREOF, I have hereunto set my hand
16 this 10th day of April, 2022.

17
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19
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21
22
23
24
25

Dianne Coughlin

DIANNE COUGHLIN, CSR NO. 10418

2008 H-6 INVESTIGATOR: APPLICANTS

Attachment K

Status	Rank	Last Name	First Name	G	R	Comment
QA	H-3			M	W	withdrew from testing process
QA	H-2			M	W	
QA	H-2			F	B	withdrew from testing process
QA	H-2			M	1	no show 1st component
DQ	H-2			M	W	did not provide 100 fires doc
QA	H-2			M	B	
QA	H-3			M	H	no show 1st component
QA	H-2			M	A	no show 1st component
QA	H-2			F	B	
QA	H-2			M	B	
QA	H-2			M	W	
QA	H-2			M	B	no show 1st component
QA	H-2			M	W	no show 1st component
QA	H-2			F	W	
DQ	H-3			M	W	did not provide 100 fires doc
QA	H-2			M	B	
QA	H-2			M	B	
QA	H-2			M	A	no show 1st component
DQ	H-2			M	W	did not provide 100 fires doc
QA	H-2			M	W	withdrew from testing process
QA	H-2			M	W	
QA	H-2			M	W	no show 1st component
QA	H-2			F	B	
DQ	H-2			M	W	did not provide 100 fires doc
QA	H-2			M	W	
QA	H-2			M	W	no show 2nd component
QA	H-2			M	B	
QA	H-2			M	B	
DQ	H-2			F	A	did not provide 100 fires doc
QA	H-2			M	W	
QA	H-2			M	H	no show 1st component
QA	H-2			M	W	withdrew from testing process
QA	H-2			M	W	
QA	H-2			M	A	no show 1st component
QA	H-2			F	B	
QA	H-2			M	H	
QA	H-2			M	H	
QA	H-2			F	1	
QA	H-2			M	W	
QA	H-2			M	A	
QA	H-2	JACOBS	LARRY	M	B	
QA	H-2			M	B	no show 1st component
QA	H-2			M	A	
QA	H-3			M	W	

2008 H-6 INVESTIGATOR: APPLICANTS

Status	Rank	Last Name	First Name	G	R	Comment
DQ	H-2			F	A	did not provide 100 fires doc
QA	H-2			F	W	
QA	H-2			F	A	
QA	H-2			M	W	no show 1st component
QA	H-2			M	B	
QA	H-2			F	W	withdrew from testing process
QA	H-2			M	1	
QA	H-2			F	W	
QA	H-2			F	W	
QA	H-2			F	H	
QA	H-2			M	W	
QA	H-3			M	W	
QA	H-2			F	W	
QA	H-2			M	W	
QA	H-2			F	W	
QA	H-2			M	W	withdrew from testing process
QA	H-2			M	W	
QA	H-2			M	H	no show 1st component
QA	H-2			F	A	
QA	H-2			F	W	
QA	H-2			F	W	
QA	H-2			M	W	withdrew from testing process
QA	H-2			M	H	no show 2nd component
QA	H-2			F	H	
QA	H-2			M	A	
QA	H-2			M	W	no show 1st component
QA	H-2			M	W	
QA	H-2			M	A	
QA	H-2			M	W	no show 1st component
QA	H-2			M	W	
QA	H-2			M	1	withdrew from testing process
QA	H-2			M	H	
QA	H-2			M	W	
QA	H-2			F	H	
QA	H-3			M	W	
QA	H-3			M	W	
QA	H-2			M	H	no show 1st component
QA	H-2			M	W	withdrew from testing process
QA	H-2			M	W	withdrew from testing process
QA	H-2			M	H	
QA	H-2			M	B	
DQ	H-2			F	W	did not provide 100 fires doc
QA	H-2			F	W	
QA	H-2			M	W	

2008 H-6 INVESTIGATOR: APPLICANTS

Status	Rank	Last Name	First Name	G	R	Comment
DQ	H-2			M	W	did not provide 100 fires doc
DQ	H-2			M	A	did not provide 100 fires doc
QA	H-2			M	A	
QA	H-2			M	A	withdrew from testing process
DQ	H-2			M	1	did not provide 100 fires doc
QA	H-2			M	B	
QA	H-3			M	A	
QA	H-3			F	A	
QA	H-2			M	W	withdrew from testing process
QA	H-2			M	I	no show 1st component
QA	H-2			F	W	
QA	H-2			F	W	
QA	H-3			M	B	
DQ	H-2			M	A	did not provide 100 fires doc
QA	H-2			M	A	
QA	H-2			M	A	no show 1st component
DQ	H-2			F	A	did not provide 100 fires doc
QA	H-2			F	A	withdrew from testing process
QA	H-2			M	A	no show 1st component
QA	H-2			M	A	no show 1st component
QA	H-2			F	A	no show 1st component
QA	H-2			M	A	