

Notification List

Douglas Farmer

[REDACTED]
[REDACTED]
[REDACTED]

William Scott
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Micki.Callahan@sfgov.org

Anna Biasbas
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1 South Van Ness Avenue, 4th Floor
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Dave.Johnson@sfgov.org

Jeanne Buick
Department of Human Resources
1 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103-5413
Jeanne.buick@sfgov.org



MEMORANDUM

TO: The Honorable Civil Service Commission

THROUGH: Micki Callahan, Human Resources Director

FROM: Dave Johnson, Department of Human Resources Public Safety Team

DATE: June 16, 2020

RE: **Appeal by Douglas Farmer of the minimum qualifications for CBT Q080 Captain 903263; Register No. 0079-20-4**

Background

The Department of Human Resources (DHR) Public Safety Team (PST) collaborated with the San Francisco Police Department (SFPD) to distribute the job announcement for CBT Q080 Captain 903263 (see Attachment A) to all SFPD members (Bureaus and Divisions) on Tuesday, March 03, 2020 twenty-eight days prior to the job posting (see Attachment B) in accordance with Civil Service Commission (CSC) Rule 211.9.

On March 11, 2020, after receiving a copy of the job announcement before it was officially posted and open for filing, Douglas Farmer filed an appeal of the "Minimum Qualifications" directly to the CSC (see Attachment C).

Announcement CBT Q080 Captain 903263 was subsequently posted and the application filing period commenced on April 01, 2020. The minimum qualifications (MQs) listed in the job announcement included the following experience requirement:

1. Sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q060 Lieutenant. (Length of service is calculated from completion of probation.)

This minimum qualification is aligned with the Q080 minimum qualifications announced in SFPD Department Bulletin 16-008 issued January 29, 2016 (see Attachment D) along with the Q080 class specification that was last revised on November 21, 2012 (see Attachment E).

The announcement also specified that "applicants must have completed probation as a Q060 appointee by October 31, 2018 and have completed two (2) years of additional experience as a Q060 Lieutenant by October 31, 2020. Candidates who have not fulfilled the two-year Q060 experience requirement by the time of eligible list posting will be placed under general waiver on the list until such time as they meet the two-year Q060 experience requirement. Failure to meet the two-year experience requirement by October 31, 2020 is cause for disqualification."

Issue

Should the minimum qualifications specified in the job announcement for CBT Q080 Captain 903263 be revised to allow Douglas Farmer to be eligible to participate?

Authority/Standards

Sec. 210.13 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.

Sec. 211.5 Announcement

The examination announcement shall provide the qualifications, dates, duration of eligible lists, type of examination, selection procedure(s) 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 thirty (30) days prior to the issuance of this announcement, it shall be provided to the bargaining agent for review and comment. Should the document not be returned within the thirty (30) days, the department will proceed with the job announcement.

Sec. 211.9 Posting and Notice of Promotional Examination Announcements

Examination announcements for a promotional examination shall be posted on the official bulletin board at the Police Department and the Department of Human Resources and will be distributed to each Bureau and Division. The minimum posting period shall be twenty (20) calendar days prior to the beginning of the filing period. A copy of the posting will be provided to the certified bargaining representative. The Department shall develop procedures making examination announcement information available, upon request, to Police Officers detailed to outside agencies or on approved extended leaves of absence.

Sec. 211.6 Protests and Appeals of Examination Announcements

6.1 Protests concerning provisions of an announcement must be received by the Department of Human Resources/Examination Division of the Police Department within five (5) calendar days from the issuance date. A day the Exam Unit is closed shall not be counted as the fifth (5th) calendar day.

6.2 The Human Resources Director or his or her designee will rule upon protests and notify the petitioners in writing.

6.3 This decision is subject to appeal to the Civil Service Commission as provided elsewhere in these Rules.

Q080 Class Specification [excerpt]

EXPERIENCE AND TRAINING

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q-60 Lieutenant.

Findings

The Q080 Captain class specification was last revised on November 21, 2012 and changed the minimum qualifications experience requirement from "one year as a permanent Q060 Lieutenant in the San Francisco Police Department" to "*sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q-60 Lieutenant.*" At the time it was posted, no appeals to the minimum qualifications were received and the class specification was adopted.

Following this change, the next CBT job announcement for Q080 Captain issued on July 31, 2015 (see Attachment F) included the requirement of two years of experience with the SFPD at the rank of Q060 Lieutenant after the completion of probation.

SFPD Bulletin 16-008, issued in January 2016 in part to codify and make consistent requirements for promotion in the Police Department, also states that the minimum experience requirement for Q080 Captain is "*sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q-60 Lieutenant.*"

Finally, the minimum qualifications cited on CBT Q080 Captain 903263 job announcement are "*sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q-60 Lieutenant. (Length of service is calculated from completion of probation.)*"

The San Francisco Police Officers Association (POA) reviewed the job announcement as provided in CSC Rule 211.9 and had no objections to the content including the minimum qualifications as specified.

Douglas Farmer filed an appeal prior to the official posting of the job announcement stating that previous Q080 Captain examinations allowed Q060 Lieutenants with one year of experience to take the test. Indeed, job announcement CBT Q080 056235 issued in 2010 (see Attachment G) did require one year of permanent status in the rank of Q-60 Lieutenant, but this was before the change in the class specification in 2012.

On April 9, 2020, Douglas Farmer submitted his online application for Q080 Captain. On April 22, 2020, Douglas Farmer was sent a not qualified (NQ) notice (see Attachment H) because he would not possess by October 31, 2020 the full two (2) years of experience at the rank of Q060 Lieutenant calculated from completion of probation. The NQ notice provided a time period during which Douglas Farmer could submit documentation to demonstrate how he meets the experience

requirement. Douglas Farmer neither replied to the rejection notice nor appealed the determination.

Analysis

In his appeal, Douglas Farmer stated that "there were past practices that have allowed Q060 Lieutenants with only one year of experience to take the test". Although this is true, the current requirements have been consistent since the change to the Class Specification in 2012. Neither Douglas Farmer nor the POA appealed the change in minimum qualifications defined in the class specification.

The minimum qualifications specified in CBT Q080 Captain 903263 align with the minimum qualifications specified in the Q080 class specification adopted in 2012, in job announcement CBT Q080 900532 issued in 2015, and those announced by the SFPD in 2016 in Department Bulletin 16-008. Sworn members of the SFPD are required to electronically acknowledge in the SFPD Human Resources Management System (HRMS) having read all Department Bulletins. All SFPD members including Douglas Farmer are required to be familiar with the contents of all SFPD Bulletins, including Bulletin 16-004.

Conclusion

The minimum qualifications as specified in the job announcement are consistent with the official documents listed above issued since 2012. Although there is history of a one-year requirement, it has been a two-year requirement consistently since 2012. And, other than a request from Douglas Farmer, there is no basis for reverting back to the one-year requirement.

Department of Human Resources Recommendation

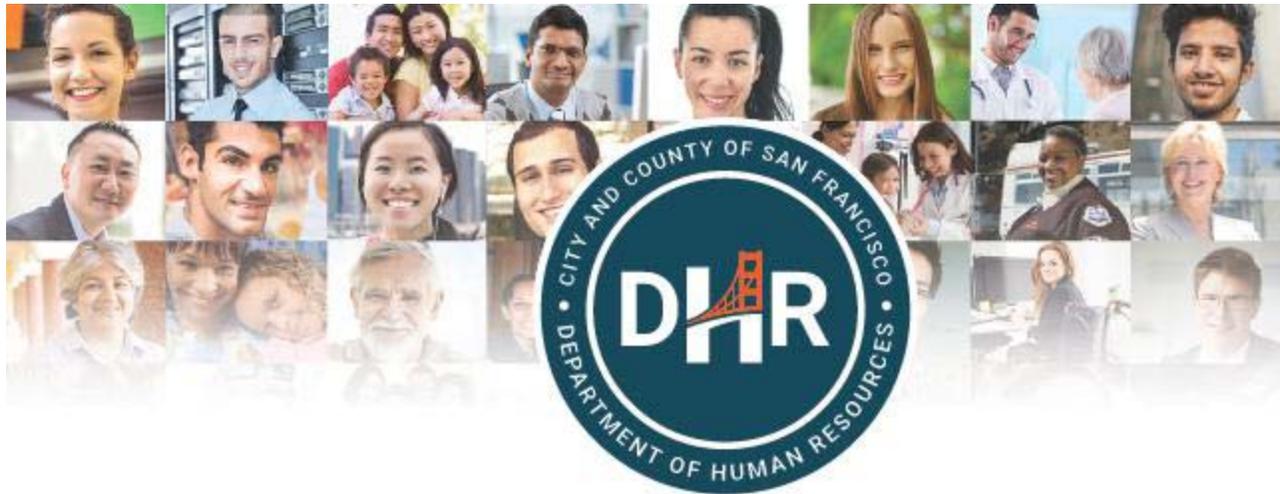
Deny the appeal and adopt the report of the Department of Human Resources.

Q080 Captain, (Police Department)

Recruitment #CBT-Q080-903263

DEPARTMENT Public Safety
ANALYST Liezel Cruz
DATE OPENED 4/1/2020 08:00:00 AM
FILING DEADLINE 4/14/2020 4:00:00 PM
SALARY \$100.74 - \$100.74/hour; \$17,461.00 - \$17,461.00/month; \$209,534.00 - \$209,534.00/year
JOB TYPE CBT Discrete
EMPLOYMENT TYPE Full-Time

INTRODUCTION



Connecting People with Purpose

PROMOTIONAL ONLY

The Captain in the San Francisco Police Department (SFPD) is a management level position that may be assigned to the Operations, Administration, Special Operations, Investigations, Strategic Management, Airport or Chief of Staff Bureaus. Captains report directly to a Commander, Deputy Chief, or Executive Director.

Essential functions of the position include directing, supervising and monitoring personnel; training, developing and evaluating unit personnel; reviewing and processing documents/communications; analyzing procedures/information and developing plans; interacting with individuals other than unit personnel; and community policing. Captains routinely perform other law enforcement duties.

MINIMUM QUALIFICATIONS

1. Sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q060 Lieutenant. (Length of service is calculated from completion of probation.) AND
2. Possession of a POST Management Certificate issued by California Commission on Peace Officer Standards and Training; AND
3. Possession and maintenance of a valid Class C California Driver License.

Applicants must have completed probation as a Q060 appointee by October 31, 2018 and have completed two (2) years of additional experience as a Q060 Lieutenant by October 31, 2020. Candidates who have not fulfilled the two-year Q060 experience requirement by the time of eligible list posting will be placed under general waiver on the list until such time as they meet the two-year Q060 experience requirement. Failure to meet the two-year experience requirement by October 31, 2020 is cause for disqualification.

Evidence of possession of the POST Management Certificate must be submitted no later than 4:00 p.m. on December 31, 2020 to dhr-publicsafety@sfgov.org. Candidates who have not provided a certificate as of list posting will be placed under waiver until such time as they provide a certificate. Failure to submit the POST Management Certificate as specified above is cause for disqualification.

HOW TO APPLY

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

- Select the "Police Captain" 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 instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Department of Human Resources at 1 South Van Ness Avenue, 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.

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.

In the experience section of the application, you need to include only your experience as a Lieutenant in the San Francisco Police Department. Applications completed improperly may be cause for ineligibility or disqualification.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Liezel Cruz, by telephone at 415-551-8947, or by email at Liezel.Cruz@sfgov.org.

SELECTION PROCEDURES

The test will consist of Assessment-Center type test components such as an oral in-basket, highly structured subordinate meeting roleplay, hot call tactical, field operations, staff meeting roleplay, and community meeting roleplay. At this time, all components are planned for administration the first week of July 2020. Qualified applicants will be notified by email of the exact date, time and location of the test components at least 10 days in advance of the test. A final passing score will be established. Only those who attain a final score above the pass point will be listed on the eligible list.

Q080 Captain Preparation Guide: A description of the examination process will be included in a preparation guide. The preparation guide will also list the job-related duty areas and the knowledge, skills, and abilities to be evaluated in each test component. The preparation guide will be made available approximately 30 days prior to the administration of the test. Qualified applicants will be notified via email when preparation guide becomes.

Eligible List: The duration of the eligible list produced from this examination will be **thirty-six (36) months** and may be extended up to twelve months upon approval of the Human Resources Director.

Certification Rule: The certification rule for the eligible list resulting from this test will be **Rule of Ten (10) Scores**.

Secondary Criteria: When making appointments, the Appointing Officer will consider the following secondary criteria:

- Assignments
- Training
- Education
- Community involvement
- Special qualifications
- Commendations/awards
- Bilingual certification and
- Discipline history

CONVICTION HISTORY

As a selected candidate for a job, you will be fingerprinted, and your fingerprints will be 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) conflicts with the specific duties and responsibilities of the job for which you are a selected candidate. 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 a selected candidate, the hiring department will contact you to schedule a fingerprinting appointment.

CONCLUSION

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 posting the correction on the Department of Human Resources website at www.jobaps.com/sf.

The terms of this examination announcement may be appealed under Civil Service Rule 211.6, provided that such appeal is submitted in writing in the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Go to <http://sfgov.org/civilservice/rules> for more information on applicable appeal rights and submission requirements under the Civil Service Rules; and for Civil Service Rules, policies and procedures on announcements, applications and examinations.

All examination procedures are subject to the Civil Service Commission Rules, Volume II, Uniformed Ranks of the San Francisco Police Department and are available at <http://sfgov.org/civilservice/rules> and the policies and procedures of the Department of Human Resources.

Contact Information

An applicant/eligible that changes his or her contact information (email, name, mailing address, phone, etc.) after having filed an application must promptly go to CCSF's employment website: www.jobaps.com/sf. Click on "Update My Contact Info" button. Log in to your JobAps account by entering both UserID and password. Enter your new address/contact information. Click on the "Update Contact Information" button again. Failure to maintain current contact information may result in loss of eligibility.

Requests

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable **ADA**

Accommodation at:

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

Requests for an alternate test date may be considered in limited circumstances and must be submitted in writing to dhr-publicsafety@sfgov.org within five (5) calendar days of the issuance of this announcement.

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.

Exam Type: P
Issued: April 01, 2020
Micki Callahan
Human Resources Director
Department of Human Resources
Recruitment ID Number: 903263
HRD/LC/415-551-8947

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](#).

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DEPARTMENT NOTICE

20-023
03/03/20

Q-80 Captain Examination Update

The Department of Human Resources Public Safety Team is distributing the attached examination announcement for the upcoming Q-80 Captain promotional examination. The announcement is being distributed to Department members in accordance with Civil Service Commission Rule 211.9. The application filing period for this examination is scheduled to begin on Wednesday, April 01, 2020.

Any specific questions about the announcement may be directed to the DHR Public Safety Team at dhr-publicsaftey@sfgov.org.


WILLIAM SCOTT
Chief of Police

Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.

Q080 Captain, (Police Department)

Recruitment #CBT-Q080-903263

| | |
|-----------------|----------------------|
| DEPARTMENT | Public Safety |
| FILING DEADLINE | 4/14/2020 4:00:00 PM |
| SALARY | |
| JOB TYPE | CBT Discrete |
| EMPLOYMENT TYPE | Full-Time |

[Go Back](#) [Apply](#) [View Benefits](#)

INTRODUCTION

The Captain in the San Francisco Police Department (SFPD) is a management level position that may be assigned to the Operations, Administration, Special Operations, Investigations, Strategic Management, Airport or Chief of Staff Bureaus. Captains report directly to a Commander, Deputy Chief or Executive Director.

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Exam Type: P

Issued: April 01, 2020

Micki Callahan

Human Resources Director

Department of Human Resources

Recruitment ID Number: 903263

HRD/LC/415-551-8947



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

NOTICE OF RECEIPT OF APPEAL

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

DATE: March 13, 2020
REGISTER NO.: 0079-20-4
APPELLANT: DOUGLAS FARMER

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

Dear Ms. Callahan:

The Civil Service Commission has received the attached letter from Douglas Farmer, appealing the minimum qualifications for eligibility to apply for the Q-80 Captain examination with the San Francisco Police Department. 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 Douglas Farmer'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 21, 2020** so that it may be heard by the Civil Service Commission at its meeting on June 1, 2020. If you will be unable to transmit the staff report by the May 21st deadline, or if required departmental representatives will not be available to attend the June 1st 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 (415) 252-3247 if you have any questions. For more information regarding staff report requirements,

Appellant: Douglas Farmer
March 13, 2020
Page 2 of 2

meeting procedures or future meeting dates, please visit the Commission's website at www.sfgov.org/CivilService.

Sincerely,

CIVIL SERVICE COMMISSION



SANDRA ENG
Acting Executive Officer

Attachment

Cc: Anna Biasbas, Department of Human Resources
Jeanne Buick, Department of Human Resources
Dave Johnson, Department of Human Resources
Mawuli Tugbenyoh, Department of Human Resources



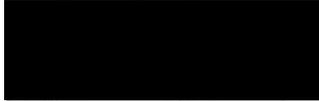
CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent via US mail and Email

March 13, 2020

Douglas Farmer



ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

Subject: **Register No. 0079-20-4: Appealing the Minimum Qualifications for Eligibility to Apply for the Q-80 Captain Examination with the San Francisco Police Department.**

Dear Douglas Farmer:

This is in response to your appeal submitted to the Civil Service Commission on March 12, 2020 appealing the minimum qualifications for eligibility to apply for the Q-80 Captain examination with the San Francisco Police Department. 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. A hard copy of the report will also be available for your review at the Commission's offices located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

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 (note that the Commission requires an original and nine copies of any supplemental/rebuttal materials you wish to submit—all double-sided, hole-punched, paper-clipped and numbered). 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 (415) 252-3247 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

SANDRA ENG
Acting Executive Officer



CIVIL SERVICE COMMISSION
City and County of San Francisco
 25 Van Ness Avenue, Suite 720
 San Francisco, California 94102-6033
 Executive Officer
 (415) 252-3247

CSC Register No.
0079-20-4
 To: X M. Callahan
M. Tugbenyah
 CC: J. Bruck
A. Brabans
D. Johnson

APPEAL TO THE CIVIL SERVICE COMMISSION

| | |
|---|--|
| <p>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.</p> | <p>TYPE OF APPEAL: (Check One) <input type="checkbox"/> Examination Matters (by close of business on 5th working day) <input type="checkbox"/> Employee Compensation Matters (by close of business on 7th working day) - Limited application <input type="checkbox"/> Personal Service Contracts (Posting Period) <input type="checkbox"/> Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days) <input type="checkbox"/> Future Employability Recommendations (See Notice to Employee)</p> |
|---|--|

| | | |
|---|--|---------------------------------|
| Douglas Farmer | 766 Vallejo Street | 415-315-2405 |
| Full Name of Appellant | Work Address | Work Telephone |
| Q-62 | Police Lieutenant | San Francisco Police Department |
| Job Code | Title | Department |
| [Redacted] | | |
| Residence Address | City | State Zip Home Telephone |
| 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: [Redacted]

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

RECEIVED
 EXECUTIVE OFFICER
 CIVIL SERVICE COMMISSION
 SAN FRANCISCO
 20 MAR 12 AM 10:15

| | |
|---|---|
| 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: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
|---|---|

Original Signature of Appellant or Authorized Representative _____ Date 03/11/2020

CSC-12 (10/14) Date Received by Civil Service Commission: _____

State the basis of this appeal in detail. For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission's website at www.sfgov.org/CivilService.

This letter is to inform you that I am appealing the "Minimum Qualifications" for eligibility to apply for the Q-80 San Francisco Police Department Test scheduled for the year 2020. The minimum qualifications stated in Department Notification 20-023 describe needing at least 2 years as a Q-60 Lieutenant past probation. There are past practices that have allowed Q-60 Lieutenants with only one year to take the test. This has been done to increase the size of the pool of candidates which ultimately benefits the department.

I believe that my appeal should be heard based upon past practices and the fact that I nearly meet the listed qualifications and will in fact do so during the adoption of the list. It is also clear that I would have met the listed qualifications had I been chosen in rank order from the Q-60 list I was hired from.



A
16-008
01/29/16

Sworn Promotional Exam Minimum Qualifications

Below is a listing of minimum qualifications for promotional examinations for sworn members of the San Francisco Police Department (SFPD).

Q80 – Captain:

- Sworn members of the SFPD who have successfully completed their one (1) year probationary period as a Q60 Lieutenant and have two (2) additional years of experience with the SFPD at the rank of Q60 Lieutenant;
- Possess a POST Management Certificate issued by the Commission on Peace Officer Standards and Training, or is qualified and has applied for a POST Management Certificate issued by the Commission on Peace Officer Standards and Training;
- Possess a valid Class C California Driver License.

Q60 – Lieutenant:

- Sworn members of the SFPD who have successfully completed their one (1) year probationary period as a Q50 Sergeant and have two (2) additional years of experience with the SFPD at the rank of Q50 Sergeant;
- Possess a POST Supervisory Certificate issued by the Commission on Peace Officer Standards and Training, or is qualified and has applied for a POST Supervisory Certificate issued by the Commission on Peace Officer Standards and Training;
- Possess a valid Class C California Driver License.

Q50 – Sergeant:

- Members at the rank of Q2 Police Officer or higher who have successfully completed their probationary period and two (2) additional years of experience as a sworn member of the SFPD;
- Possess an Intermediate POST Certificate issued by the Commission on Peace Officer Standards and Training, or is qualified and has applied for an Intermediate POST Certificate issued by the Commission on Peace Officer Standards and Training;
- Possess a valid Class C California Driver License.

If the first component of a promotional examination is administered between January 1st and June 30th all requirements must be met by June 30th. If the first component of a promotional examination is administered between July 1st and December 31st all requirements must be met by December 31st.

When promotional examination announcements are posted, Commanding Officers are directed to make every reasonable attempt to contact members under their command who are on leave, and who may qualify based on the minimum qualifications listed above, to notify them of such promotional examinations and to document those efforts. Officers on long term leave who have been transferred to the Staff Services Division will be notified by the Commanding Officer of Staff Services.

Any specific questions about the examination schedule may be addressed to the DHR Public Safety Team Examination Unit at (415) 551-8940.

(over)

Requirements for POST Certificate

Management Certificate

1. Possess or be eligible to possess an Advanced Certificate and
2. 60 college units, plus 2 years experience of Middle Management (Lieutenant) and
3. Completion of Middle Management Training.

Supervisory Certificate

1. Possess or be eligible to possess an intermediate certificate and
2. 60 college units, plus two years in a supervisory position and
3. Completion of Supervisory Course.

Advanced Certificate

1. Master degree, plus four years law enforcement or;
2. Baccalaureate degree, plus six years law enforcement or;
3. Associates degree, plus nine years law enforcement or;
4. 45 college units, plus nine years law enforcement and 45 training points or;
5. 30 college units, plus twelve years law enforcement and 30 training points.

Intermediate Certificate

1. Baccalaureate degree, plus two years law enforcement or;
2. Associate degree, plus four years law enforcement or;
3. 45 college units, plus four years law enforcement and 45 training points or;
4. 30 college units, plus six years law enforcement and 30 training points or;
5. 15 college units, plus eight years law enforcement and 15 training points.

Per DB 15-141, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.


GREGORY P. SUHR
Chief of Police

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: November 21, 2012

Re: **Notice of Proposed Classification Actions – Final Notice No. 10 FY 12/13 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective November 21, 2012.

Micki Callahan
Human Resources Director

by: 
Steve Ponder
Classification and Compensation Manager
Human Resources

- cc: All Employee Organizations
- All Departmental Personnel Officers
- DHR – Class and Comp Unit
- DHR – Client Services Unit
- DHR – Employee Relations Unit
- DHR – Recruitment and Assessment Unit
- DHR – Support Services
- Micki Callahan, DHR
- Sandra Eng, CSC
- Linda Cosico, DHR
- Maria Newport, SFERS
- E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 10
Fiscal Year: 2012/2013
Posted Date: 11/13/2012
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

| Item # | Job Code | Title |
|--------|----------|------------|
| 1 | Q60 | Lieutenant |
| 2 | Q80 | Captain |

For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Support Services
Micki Callahan, DHR
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lieutenant (Police Department)
Job Code: Q060**

INTRODUCTION

The Lieutenant in the San Francisco Police Department is a mid-level position assigned to the Office of Operations, Office of Administration, or the Office of the Chief of Staff. Essential functions of the position include: directing and coordinating field operations, incident and events; managing, administering, and documenting station activities; conducting, coordinating, and documenting administrative investigations; training and evaluating personnel; analyzing and formulating operational plans and priorities; interacting with internal and external individuals, organizations, and departments; managing, coordinating, and evaluating investigative operations. Lieutenants routinely perform other law enforcement duties. For a more detailed listing of the Lieutenant's job duties, please refer to the section below, "Major, Important, and Essential Duties."

DISTINGUISHING FEATURES

The Q-60 Lieutenant is a mid-level supervisor and may be assigned to manage a shift of a large Bureau including the Operations Bureau, Administrative Services Bureau or the Office of the Chief of Staff, or manage a distinct smaller unit. Positions in this class are distinguished from the next higher class of Captain in that the latter class has complete management responsibility over a large functional work unit and from the next lower class of Sergeant in that the latter has first line supervisory responsibilities.

SUPERVISION EXERCISED

Incumbents in this classification manage subordinate uniform, civilian and other auxiliary personnel in either a district station or one of the other divisions of the San Francisco Police Department supervisory intervention is needed.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 209, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

DIRECT AND COORDINATE FIELD OPERATIONS, INCIDENTS, AND EVENTS

1. Monitor activities happening in the district through the radio, computer queries, notifications or observation, to determine if staffing adjustments are needed, calls are backing up, or supervisory intervention is needed.
2. Evaluate complexity of incidents by collecting information over the radio or by telephone from dispatch and units already at the scene regarding the situation.
3. Respond to incident(s) that require presence of a lieutenant to provide direction in handling of the incident(s).
4. Assume charge of unfolding field incident by taking command and directing activities of subordinates at scene.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Lieutenant (Police Department)

Job Code: Q060

5. Assess situation at an incident/crime scene through direct observation, questioning personnel at site, and/or review of CAD.
6. Evaluate the location of the Command Post, based on factors such as proximity to the scene, degree of danger, personnel and equipment needs, etc.
7. Determine minimum staffing levels needed throughout the district based on an evaluation of staffing needs at an incident scene and of on-going activities in the district.
8. Verify the adequacy of actions taken by subordinates by monitoring radio and/or calling for status reports on various activities such as ensuring the perimeter is established, the scene is controlled, the crime scene is preserved, etc.
9. Determine the need for specialized units or outside agencies, such as GTF, SOG, MUNI, etc., to assist at an incident by evaluating developments at the scene.
10. Coordinate and participate in informal meeting with station personnel to critique unit's performance after incidents or events to develop more effective ways of handling future situations.
11. Designate officer(s) to carry out Command Post activities at an incident (e.g., monitoring radio transmissions from officers at scene and maintaining a log of communications).
12. Coordinate activities with personnel of other Command Posts and/or with other agencies, to optimize management of incident.
13. Request approval of superior to obtain assistance from another station, or request that subordinates adjust their work hours to ensure that adequate staffing levels are maintained for shift.
14. Explain police policies and expectations to involved/concerned groups prior to planned events or special operations.
15. Serve as Event Commander for enforcement operations, such as STOP, buy/bust, DUI checkpoint, etc.
16. Complete police service cost report to estimate the cost of police services for the handling of a special event or demonstration.

MANAGE, ADMINISTER, and DOCUMENT STATION ACTIVITIES

1. Review incident reports for completeness and consistency (e.g., whether all elements are contained within the report, whether action taken by officer was within policy).
2. Direct subordinates engaged in various activities by giving them verbal and/or written orders.
3. Conduct roll calls to give brief training, make assignments, alert officers to on-going

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Lieutenant (Police Department)

Job Code: Q060

enforcement actions in district, read aloud teletypes and other important directives and to ensure officers are properly uniformed and equipped.

4. Coordinate vacation schedules, training mandates, time-off, overtime and other issues that impact staffing by taking into account factors such as Department policies, MOU, needs of unit or shift, etc.
5. Enter daily and anticipated officer work schedule information into the computer (HRMS) and onto a Daily Assignment Sheet to maintain record of personnel activity.
6. Make beat and car assignments, based on a review of factors such as personnel and equipment availability, Operations Bureau mandates, special events scheduled, etc.
7. Ensure that citations are delivered and arrest warrants, EPOs and subpoenas are properly logged, served, and processed.
8. Evaluate memoranda written by subordinates to determine if they are ready for forwarding.
9. Adjust priorities for self and subordinates based on factors such as resources, consequences, input from staff and superior officers, etc.
10. Summarize occurrences during the watch in the district for the next shift supervisor's information, such as major incidents, information on wanted individuals thought to be in the district, EPOs to be served, etc.
11. Make periodic site visits to officers on patrol for the purpose of maintaining morale and ensuring compliance with departmental policy and procedure.
12. Evaluate capabilities of subordinates in order to assign work activities.
13. Note in writing major occurrences during the watch for the Captain's Morning Report.
14. Assign subordinates to participate in investigations/investigative activities and projects based on the nature of the incident(s) and the resources available.
15. Reassign personnel or redistribute work, to minimize use of overtime.
16. Review use of force and juvenile detention logs to ensure that subordinates are completely and accurately documenting actions taken.
17. Log numbers of actions taken by subordinates during the shift (such as BIPs, movers, citations) on Daily Assignment Sheet.
18. Perform superior's routine administrative duties in his/her absence to ensure that departmental operations run smoothly.
19. Analyze information related to upcoming staffing changes, such as anticipated retirement of unit personnel, transfers, crime patterns in the district, etc., to advise Captain of

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lieutenant (Police Department)
Job Code: Q060**

recommended staffing levels for each watch.

CONDUCT, COORDINATE, AND DOCUMENT ADMINISTRATIVE INVESTIGATIONS

1. Review results of an investigation involving subordinates for completeness and accuracy of conclusions, including documentation and investigations done by subordinate sergeants, to make recommendations to superiors regarding remedies.
2. Make required notifications, as outlined in departmental policies and procedures, in the handling of administrative investigations, such as on-duty vehicle accidents and weapons discharges.
3. Discuss with citizen his/her concerns about the behavior of a member of SFPD and the complaint and/or investigative processes.
4. Summarize, in writing, information from various reports related to a personnel investigation in order to forward for appropriate recommendation from Captain.
5. Conduct personnel investigations by interviewing employee, witnesses, supervisors, and other involved parties to gather information in areas such as alleged job-related misconduct, deficiencies, complaints, etc.
6. Complete administrative investigation and related forms for incidents involving sergeants/inspectors, such as member-involved collisions, industrial injuries, etc.
7. Request assistance from other Department units, such as Crime Scene Investigations, Traffic, Internal Affairs, etc., to gather information when completing an O.I.C. investigation report.
8. Take complaint of alleged discrimination/harassment and forward to the Affirmative Action officer, as outlined in D.G.O. 11.07.

TRAIN AND EVALUATE PERSONNEL

1. Demonstrate appropriate behavior by performing duties in accordance with unit and departmental policies and procedures.
2. Meet with sergeants to disseminate information, increase morale, discuss issues such as subordinates' concerns, performance issues, training needs, etc.
3. Discuss with subordinates work-related problems and concerns to determine causes and solutions.
4. Explain new Department policies and procedures to subordinates to answer questions, discuss changes in laws or rules, or provide other updates.
5. Identify officer safety issues by monitoring subordinates' activities and receiving information from supervisors, in order to implement appropriate corrective measures and provide

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Lieutenant (Police Department)

Job Code: Q060

training.

6. Prepare commendations (such as Meritorious Conduct Awards and Captain's Complimentary Reports), or review those prepared by sergeants, to recognize exceptional actions of subordinates.
7. Conduct formal and informal counseling of employees to outline performance improvement goals and timelines.
8. Explain procedures, practices, enforcement orders and policies of special project prior to assigning unit member to the project.
9. Determine appropriate training for unit members, including informal or more formal training.
10. Conduct employee orientation to familiarize new subordinates with unit policies and procedures.
11. Monitor PIP, performance improvement plans, and performance appraisals completed by supervisors for accuracy, policy conformance, and required information.
12. Complete the SFPD/Civil Service performance appraisal process by completing report forms and discussing results with subordinate.
13. Monitor progress of member enrolled in reentry to patrol program by ensuring all required steps are being followed and training certificates obtained.

ANALYZE AND FORMULATE OPERATIONAL PLANS AND PRIORITIES

1. Identify crime patterns by reviewing information such as reports, crime maps, community input, suspect information, etc., noting particulars of crimes, including locations, types of victims, and times of occurrence.
2. Interpret trends and patterns found in data and records in order to estimate and predict needs of a situation or assist in plan development.
3. Assess the impact of proposed changes or actions, to determine if contingency plans are needed.
4. Attend meetings with community officials, City personnel and other SFPD personnel to gather information that deals with proposed changes in practices and policies or investigative operations.
5. Develop a plan which addresses an identified community need and outlines a resolution to the problem.
6. Exchange information with event organizer regarding parameters of function, such as number of people expected, scheduled hours, location, history and purpose of event, etc., in

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Lieutenant (Police Department)

Job Code: Q060

order to plan police involvement and to ensure safety for all those involved.

7. Write a narrative report or memorandum that takes into account factors such as cost and personnel needs, impact of any recommended changes, ways to deal with new situations/events, etc.
8. Evaluate the effectiveness of newly implemented (or modifications of existing) plans by observing, interviewing participants, analyzing computer printouts, taking into account whether the plan is progressing as proposed.
9. Compile statistical reports regarding areas such as number and type of crime occurrences, arrests made, cases investigated, overtime usage, budget items, etc.
10. Develop an operational order/plan for superior's approval following NIMS format.
11. Develop plans for handling upcoming events by reviewing data such as that provided by special units within SFPD, outside agencies, previous operations orders, after action reports, etc.
12. Compare statistical summary reports of past and present activities to evaluate effectiveness of unit and/or individual subordinate performance.

INTERACT WITH INTERNAL AND EXTERNAL INDIVIDUALS, ORGANIZATIONS, AND DEPARTMENTS

1. Brief superior(s) about critical or sensitive incidents or investigations.
2. Discuss problems, priorities or other issues at periodic meetings held with Captain and/or other supervisors.
3. Discuss personnel and enforcement issues with other lieutenant working the same shift to identify any problems and define possible solutions.
4. Respond to community member's concerns when directed by superior via letter, e-mail or phone.
5. Review bulletins and teletypes for release within SFPD and/or other agencies, regarding a case, investigation, incident, crime pattern, department activity, criminal activity, etc.
6. Respond to requests from other units for personnel by reviewing staffing to see if officers are available for details.
7. Participate in meetings to exchange information, represent the Department, develop plans.
8. Present information verbally and in writing about the unit, station, SFPD, or technical areas to community, other agencies, professional groups, other units within SFPD.
9. Participate in formal (e.g., attending classes or seminars) and informal training (e.g., meeting

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Lieutenant (Police Department)

Job Code: Q060

with other unit personnel) to remain up-to-date or to learn about new activities or assignments.

10. Speak with the media about the Department, particular activities, incidents, events.
11. Make an oral presentation to others (superior officers, DA, community officials, etc.) which includes information such as cost, staffing, any additional impacts, etc., to convince them to accept proposed changes or to adopt a new activity or plan.
12. Coordinate activities with other agencies (such as CHP, DPW, and MTA) so that events or other activities can be conducted as planned.
13. Draft bulletins, public safety announcements or alerts regarding crime and/or crime prevention for dissemination to the public.

MANAGE, COORDINATE, AND EVALUATE INVESTIGATIVE OPERATIONS

1. Determine if initial and/or supplemental incident reports generated by subordinates should be approved, based on a review of case factors such as documentation, charges, supporting evidence, etc.
2. Oversee and facilitate activities of subordinates working on enforcement projects by answering questions, advising on possible course(s) of action, coordinating resources, and/or monitoring for overlapping/ conflicting actions.
3. Determine availability of personnel, resources, and equipment from other units to assist in an investigative operation by contacting appropriate persons in chain of command.
4. Organize teams and identify resources, when needed for investigative or enforcement efforts.
5. Review subordinate's conclusions and recommendations regarding disposition of a case(s) based on case elements, such as evidence gathered, available witnesses, DA recommendations, etc.
6. Confer with personnel regarding how to proceed on a case, considering areas such as things which might have been overlooked, DA recommendations, sensitivity of investigation, alternative avenues of investigation, etc.
7. Determine whether a case merits further investigation based upon an evaluation of information, such as investigator's findings, District Attorney's opinion, community concern, available technological or other resources to pursue the investigation, etc.
8. Establish criteria for case assignment within unit based on factors, such as available personnel, volume of cases, solvability factors, specialties of personnel, call-out criteria, etc.
9. Confer with District Attorney concerning issues such as what should be done on a case to

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lieutenant (Police Department)
Job Code: Q060**

increase likelihood of successful prosecution of the case.

10. Explain status of case in response to a citizen's query by outlining probable upcoming steps in the investigative process or why case will not be pursued further.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge Statements

KNOWLEDGE OF PERSONNEL MANAGEMENT PRINCIPLES, POLICIES AND SYSTEMS

Knowledge of: what incidents require an administrative investigation; the activities that constitute rules violations; standards of conduct for superior officers; how to interpret the Daily Watch Report and HRMS when assessing staffing needs; the rights of officers and civilian personnel, such as in administrative investigations or when processing Internal Affairs or EEO complaints; the complaint filing procedures and notification requirements related to Citizen's Complaints; Human Resource Management System (HRMS) to be able to update, maintain and retrieve records; Departmental policies and procedures for the correction of unacceptable behavior; officer safety principles and procedures to assess compliance, determine training needs, and to provide feedback regarding these procedures; Department policies and procedures related to the investigation and reporting of on-duty/Worker's Compensation injuries; the required procedures to conduct or review results of an administrative investigation; operations orders and other sources (e.g., reading clip and computer resources) regarding upcoming special events, assignments and/or details to determine staffing needs; how to process or investigate EEO complaints; status of assigned personnel (e.g., those on modified duty, disability, extended loans, detailed for training) for daily staffing; job specifications, acceptable conduct, grooming and uniform standards of subordinates; labor laws, MOU and Department policies applicable to voluntary and involuntary overtime and leaves of absence; Departmental policies and procedures for the resolution of employee disputes; resources available to assist individuals (e.g., CIRT, Employee Assistance Program and peer counselors) who are having problems; formal and informal methods of commendation to reward superior performance of unit personnel; Performance Improvement Program in order to review for accuracy and completeness performance appraisals prepared by sergeants; Early Intervention System thresholds and protocols in order to monitor an employee's performance; how to complete SFPD and/or Civil Service Performance Appraisal forms; computer formats and queries to gain access to summary report information, such as types and numbers of crimes, other statistical data; available and required training resources (e.g., Academy, POST courses).

KNOWLEDGE OF LAW ENFORCEMENT STRATEGIES, METHODS AND RESOURCES

Knowledge of: chain of command notification requirements; type of incidents that require a lieutenant to respond; response procedures for a field incident including how to respond, who should respond, and who to notify; procedures to secure and protect a crime scene; what constitutes physical evidence to determine when and/or how evidence should be collected and preserved; crowd control procedures, techniques and special equipment used in crowd control; other City departments that provide services relevant to SFPD, such as Sheriff's Department, Fire Department, District Attorney's office, Mayor's Office, etc.; Department and non-department

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lieutenant (Police Department)
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(PG&E, MTA, District Attorney, etc.) resources available to assist at incidents/events; units and resources available (e.g., Tactical, Hondas) and how they can be utilized in order to plan a special event; Departmental resources for disseminating information, such as BRICC, Critical Reach, and teletypes; interrogation guidelines and appropriateness for the situation; district demographics, high crime areas, crime trends, and sector needs in order to best allocate staff; type of community functions which are likely to attract criminal activity; the jurisdiction and responsibilities of other law enforcement agencies, such as the FBI, California Highway Patrol, Sheriff's Department, neighboring jurisdictions, etc.; procedures to utilize the resources of outside agencies; the services provided by the Forensic Services Division; resources for disseminating information to the public and for addressing community concerns; technological resources to use investigations, such as Violence Reduction folder and ACCURINT LE; resources, internal (e.g., plain clothes units) and external (e.g., AT&T, DMV, CIU, and VRT), that might be utilized in an investigation or enforcement project; the information that needs to be included in a case file submitted for review; investigative procedures and techniques which can be employed in an investigation; crime reduction strategies.

KNOWLEDGE OF POLICIES, PROCEDURES AND LAWS

Knowledge of: Department General Orders; what elements of crime need to be presented in the incident report; the legal parameters when completing an administrative investigation of an officer-involved firearm discharge or shooting; the procedures and legal constraints regarding detention and arrest; Department Manuals; procedures and legal constraints regarding searches and seizures; Department Bulletins; the procedures and related reporting requirements for booking and detention; legal requirements and Departmental policy concerning the release of information to the public, media, and outside agencies; the Penal Code with respect to the definitions, elements and distinctions among commonly occurring types of crime; procedures for conducting cold shows, photo spreads, and line-ups; Bureau General Orders (Operations, Investigations); the Penal Code; the legal and Departmental procedural guidelines for interviews and interrogations; procedures regarding service of subpoenas; the authority and enforcement sections of the Vehicle Code; the Municipal Police Code; SF Traffic Code; legal requirements regarding record keeping and destruction schedule; licensing and permit regulations and enforcement guidelines.

Abilities

LEADERSHIP

Ability to: be consistent, steady, and fair and to not exhibit favoritism when dealing with subordinates; take a leadership role and to present a positive command image to subordinates that enhances morale of unit; develop and maintain the trust, confidence, and cooperation of subordinates and peers; take charge and establish control at the scene of incidents, emergencies and other situations requiring immediate intervention and action; exercise independent judgment, including taking unpopular stands when necessary; impartially apply laws and departmental regulations; adapt leadership style to manage effectively in different situations; interact effectively with individuals and groups differing in ethnicity, gender, age, beliefs, etc.; explain actions, plans, orders so that they will be understood and accepted; handle hostile or charged exchanges and to respond in a manner that defuses the hostility; enforce an

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lieutenant (Police Department)
Job Code: Q060**

SFPD policy that may be inconsistent with a personal position; authoritatively direct the activities of individuals and groups; discern whether an issue or task should be handled personally or be delegated; implement appropriate tactics to mediate and help resolve disputes and conflicts; communicate information, plans, and policies to others, such as non-SFPD agencies or community members, in order to solicit their cooperation; work with other agencies or community groups to develop team plans that are consistent with SFPD's policies and procedures; provide input and recommendations to superiors to improve unit operations.

PERSONAL MATURITY AND JUDGMENT

Ability to: maintain integrity and resist potential for corruption, laxity, and elitism; maintain self-control and take appropriate action in a crisis or other stressful or pressure situations; follow orders, prescribed rules, and procedures; determine what information should be provided to superiors to keep them apprised of important events; conduct an investigation in a manner that is discreet, sensitive, and professional; evaluate the consequences of various courses of action in order to make appropriate decisions; be patient and persistent in response to frustration, adversity, criticism; discuss sensitive or problematic issues tactfully, diplomatically, and objectively; recognize deficiencies in one's own performance and to attempt to remedy deficiencies; judge when to refer a decision to a superior and when supervisory approval is necessary before decisions are implemented; judge what issues and problems take priority when multi-tasking or when conflicting demands arise; relate past experience to a current situation in determining what actions to take; recognize confidential information in oral and written communications that must be deleted prior to release to the public; complete tasks in a thorough and systematic manner; set schedule for self and others so that all priority activities are carried out in a timely manner; identify the needs and problems of others, understanding their expressed concerns, as well as the underlying issues.

SUPERVISION

Ability to: analyze information quickly and choose appropriate course of action during field incidents, meetings, etc.; take appropriate action when subordinates fail to follow procedures or deviate from expected performance; identify errors, discrepancies or weaknesses in forms and reports completed by subordinates; discern when a problem is due to the need for training, is the result of poor judgment, or is discipline related; counsel subordinate to improve performance; recognize cues in performance of individuals that may indicate the need for attention (e.g., supervisory counseling, training, discipline, professional counseling); coordinate activities of personnel, equipment, plans and agencies to handle incidents; recognize cues in the behavior of individuals and groups that indicate stress, frustration, hostility, or conflict; assess needs of situation and anticipated activity to schedule staff and other resources accordingly; identify the appropriate course of action to deal with performance problems; delegate tasks and responsibilities to subordinates; set clear performance expectations and give appropriate and timely performance feedback to subordinates on performance and tasks assigned; discern when to follow-up and how much follow-up is needed on delegated tasks; critically review a subordinate's performance to determine if it is meeting expectations; identify underlying causes of performance problems through discussion with or observation of subordinate; adapt tactics to motivate subordinates, such as establishing individual and team goals, explaining the importance of individual contributions, offering feedback and encouragement; train subordinates

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lieutenant (Police Department)
Job Code: Q060**

to perform the duties of the Lieutenant when the Lieutenant is absent.

ANALYSIS AND PLANNING

Ability to: evaluate and modify a course of action or decisions if necessitated by changing circumstances or new information; draw appropriate inferences and sound conclusions from information; extract key information that should be remembered and/or communicated to others, from items such as Departmental orders, reports, operational plans, COMPSTAT profiles, and other technical material; read and understand laws, codes, orders and other technical, legislative or legal jargon; assess a situation and/or person(s) involved to determine the best approach to solve a problem or address a need; recognize the Department's limitations (legal and/or resource) when suggesting solutions and alternatives to address needs; evaluate new situations and events quickly that have little or no historical data to guide planning; formulate a plan that follows NIMS (National Incident Management System); interpret statistical data, such as crime patterns, performance measurements, budget data, etc; identify the data needed, when formulating plans; organize information gathered from a variety of sources when formulating plans; identify problems within a district that need "community policing" solutions; develop a plan(s) to revise a deficient or outdated SFPD procedure, policy, or practice; develop policies that take into account such factors as the resources available, limitations, priorities, etc.; recognize trends and patterns of criminal behavior, performance problems, and risk management issues; assess factors, such as solvability and the likelihood of successful prosecution, to determine whether a case should be further investigated or inactivated; prioritize cases to maximize successful prosecution of cases and the overall efficiency of the unit; recognize political changes or informal directives that may have an impact on police procedures; read and understand diagrams, charts and graphs, such as those illustrative logistics for an event.

WRITTEN COMMUNICATION

Ability to: write clearly, concisely, and accurately using proper English, grammar, spelling, punctuation, and paragraphing; write clear, concise, accurate and complete investigative memoranda and reports; adapt the format and writing style to fit the purpose of the communication; draft letters and e-mails in format and style that answers questions, provides information and/or describes actions taken; formulate a persuasive written request based on facts to meet a resource need; review an operations order and identify deficiencies; communicate in writing technical concepts and information in a manner that can be understood; write operations orders in accordance with the NIMS format; draft public service announcements, media releases, and e-mails that clearly convey the information or warning.

ORAL COMMUNICATION

Ability to: orally give direct, explicit orders and instructions; respond orally to questions from others, such as superiors, subordinates, community members, and other interested parties; ask appropriate questions to elicit information and gather facts needed to conduct an investigation; communicate technical concepts and information orally, such as Department's performance expectations, standards, objectives, and goals, in a manner that is understood by others; give an oral presentation in a concise, clear, accurate manner that follows the meeting's agenda;

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lieutenant (Police Department)
Job Code: Q060**

effectively lead staff meetings and group discussions; extract key information from oral interchanges that should be remembered and/or communicated to others, such as from meetings, presentations, conversations, etc.; participate assertively and persuasively in meetings; adapt style and form of presentation to the audience being addressed (e.g., elderly, gangs, business groups, command staff, etc.); facilitate the flow of information amongst subordinates, superiors and the community.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q050 Sergeant.

LICENSE AND CERTIFICATION

1. Possession of a POST Supervisory Certificate issued by California Department of Justice, Commission of Peace Officer Standards and Training; and
2. Possession and maintenance of a valid Class C California Driver License.

SUPPLEMENTAL INFORMATION

Note: Length of service for meeting the minimum qualification is calculated from completion of probation.

PROMOTIVE LINES

To: Q080 Captain (Police Department)

From: Q002 Police Officer

ORIGINATION DATE: 9/24/99

AMENDED DATE: 06/09/2011, 11/21/2012

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFCCD SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Captain (Police Department)
Job Code: Q080**

INTRODUCTION

The Captain in the San Francisco Police Department is a management level position assigned to Operations, Administrative Services or Chief of Staff Bureaus. Captains report directly to a Commander or Deputy Chief. Essential functions of the position include: Directing, supervising and monitoring personnel; training, evaluating and developing unit personnel; reviewing and processing documents/communications; analyzing procedures/information and developing plans; interacting with individuals other than unit personnel; and community policing. Captains routinely perform other law enforcement duties. For a more detailed listing of the Captain's job duties, please refer to the section below, "Examples of Important and Essential Duties." All duties listed were copied from the Q-80 Captain Job Analysis Executive Summary completed in May 2010.

DISTINGUISHING FEATURES

The Captain in the San Francisco Police Department is a management level position assigned to the Operations, Administrative Services or Chief of Staff Bureaus.

SUPERVISION EXERCISED

Incumbents in this classification manage subordinate uniform, civilian and other auxiliary personnel in either the Operations, Administrative Services or Chief of Staff Bureaus.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 209, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

A. Directing, Supervising And Monitoring Unit Personnel

1. Routes information to Lieutenants so that they can update personnel, providing supplementary guidance as needed.
2. Directs unit personnel's activities by writing notes, memos and e-mail messages to ensure activities are handled correctly and expeditiously.
3. Directs unit personnel engaged in various unit activities by giving them verbal orders to ensure that tasks are handled correctly and expeditiously.
4. Directs unit personnel to perform specific projects and identifies areas in which to focus enforcement, using chain of command.
5. Consults with on-duty Lieutenant and receives briefing regarding prior unit activity in preparation for shift.
6. Maintains a come-up/reminder file to ensure tasks are completed in a timely manner.
7. Monitors overtime use by unit personnel to determine if it is appropriate, has been approved

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

and if there are other alternatives (e.g., changing start time, shift adjustments).

8. Monitors officer safety issues, use-of-force, and officer-involved collisions by reviewing reports and COMPSTAT data, implementing corrective or preventive measures when necessary.

9. Consults with Resource Lieutenant and Station Investigation Team (SIT) to develop response to crime issues.

10. Ensures that documents, such as complaints from Management Control or OCC, Early Intervention System (EIS) notifications, and subpoenas, are logged and notices of violation to officers involved are recorded, served and returned.

11. Monitors staffing and productivity/activity levels by reviewing the Captain's Morning Report and other documents.

12. Directs deployment of unit personnel to ensure the effective execution of plans for routine operations, special events or critical incidents.

13. Assigns work to unit personnel on the basis of their abilities, need for enhanced proficiency/job growth/career development, and/or availability to perform specific assignments.

14. Directs unit personnel in the preparation or modification of operation orders and plans for enforcement actions; reviews and approves operational plans.

15. Monitors radio to be aware of activities happening in the district(s) and to determine if managerial oversight is needed.

16. Meets with unit personnel on an as-needed basis to obtain updates, provide information, make assessments, and recommendations.

17. Conducts staff meetings with subordinate supervisors to develop strategies to address crime issues and to disseminate information, receive input, explain new directives, clarify procedures, resolve problems, and discuss health and morale issues, etc.

18. Periodically attends line-ups to make announcements, conduct inspection, solicit feedback, make commendations and promote goals and objectives.

19. Develops semi-annual Staffing Plan by reviewing the Operations Bureau staffing directive, considering district or unit needs, and balancing of experienced and inexperienced members and succession plans, etc. while adhering to seniority guidelines and the shift sign up.

20. Monitors overtime and PLES (10B) use by unit personnel to ensure fairness in allocation and compliance with department policies and procedures.

21. Monitors command post operations at planned events and critical incidents to determine if managerial intervention is needed.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

22. Assumes command and directs activities of multiple units in the case of major incidents or events.

23. Conducts visual inspections to ensure that the unit, staff and equipment are in compliance with departmental rules and regulations.

24. Monitors and manages station, other work sites, station equipment and vehicles to ensure compliance with department policies and procedures and codes.

25. Reviews log of actions and radio transmissions maintained at a critical incident or crime scene.

B. Training, Evaluating And Developing Unit Personnel

1. Models professional and ethical behavior, both on and off-duty to serve as role model for subordinate personnel.

2. Observes and interacts with personnel performing their duties to promote morale and ensure compliance with departmental policies and procedures providing advise, guidance, redirection and encouragement when needed.

3. Evaluates whether an act of courage, bravery, or outstanding investigation or service can be recommended for recognition, Captain's Complimentary, or Department award.

4. Reviews unit's performance after incidents, events, enforcement actions to formulate more effective ways of handling future situations and/or improve unit policies, procedures, and/or practices.

5. Discusses performance problems of unit members with Lieutenant and/or Sergeant, to devise a plan of action to resolve problems.

6. Identifies conduct or performance deficiencies of subordinates and intervenes as soon as possible to correct those behaviors.

7. Prepares or reviews investigative findings of alleged subordinate violations of departmental policies and procedures to determine if these reports are complete and recommendations are appropriate.

8. Recommends, in writing, the appropriate disposition of personnel investigations, including remedial action or recommendations for disciplinary action.

9. Promotes career development by mentoring and motivating unit personnel, instituting measures such as job sharing/shadowing, encouraging subordinates to attend available training.

10. Approves or denies training requests based on an evaluation of their appropriateness, relevance, effect on staffing equity and operational needs.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

11. Assists unit personnel with their personal and/or professional problems by providing guidance and counseling or referring them to an appropriate resource.
12. Counsels unit personnel on a formal basis to correct or improve behavior which is inappropriate (conduct issues) or does not meet standards (performance issues), in order to improve his/her behavior.
13. Monitors performance of subordinates flagged by EIS to determine if there is a pattern of possible at-risk behaviors that warrants follow-up action.
14. Notifies unit personnel that they are relieved of duty by informing them of their status and taking their gun and badge.
15. Provides oral testimony at a Commission hearing, disciplinary hearing, or DABOR hearing to explain or clarify findings and/or recommendations made as a result of personnel investigations.
16. Meets with Training Sergeants to review training plans to ensure unit personnel maintain their skills proficiency and are kept up-to-date on existing and new laws, policies and procedures, and enforcement techniques.
17. Reviews for completeness and accuracy performance evaluations that Sergeants and Lieutenants have prepared for unit personnel.
18. Evaluates performance of direct subordinates by comparing to established criteria, goals, and objectives and completing a written Performance Appraisal.
19. Investigates grievances submitted by unit personnel by gathering information to formulate a written response.

C. Reviewing And Processing Documents/Communications

1. Reviews e-mail, voice mail, and in-basket information to prioritize actions and determine which items do not require personal action and can be delegated, to whom, and timeline for response.
2. Evaluates memos, correspondence and other documents written by unit personnel to determine if they should be approved/disapproved and are ready to be distributed or sent to the appropriate person/office.
3. Reviews incident reports and Captain's Morning Report for major issues, events, criminal activity in formulating deployment or enforcement strategies.
4. Uses common computer applications (e.g., word processing, e-mail, texting, spreadsheets) to receive, analyze, and communicate information.
5. Reviews forms and reports to ensure they are complete and accurate.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

6. Reviews payroll-related forms, such as corrected watch reports, requests for holiday overtime, EWW and training, to ensure compliance with department policies and procedures and staffing requirements.
7. Examines unit records, such as Use of Force and Juvenile Log, to ensure that they are complete and accurate.
8. Reads manuals, e-mail, newsletters, publications and other technical materials to keep apprised of changes in laws and procedures, to look for new and effective applications, to learn about training opportunities, and/or to increase knowledge.
9. Evaluates current permits and permit applications to make recommendations for approval or denial, based on whether permits comply with applicable codes and department policies and procedures, include appropriate conditions, and address community concerns.
10. Reviews unit personnel's requests, such as for transfer to other units, secondary employment, leaves of absence, specialized training, in order to forward with recommendation.
11. Develops unit orders and/or recommends changes to department policies and procedures to address operational deficiencies, outdated policies.
12. Reviews reports from other agencies and units (e.g., Fire Department Inspection Reports, Health Department Inspection Reports) and takes appropriate actions.

D. Analyzing Procedures/Information And Developing Plans

1. Evaluates crime issues and strategic plans in terms of victims, suspects, locations, and activities.
2. Identifies crimes/patterns that need to be addressed by analyzing crime information contained in items such as incident reports, Captain's Morning Report, COMPSTAT Report or information from other Department units.
3. Detects potential problems and identifies proper solutions by analyzing situations and/or operations, soliciting input and considering impact on other areas.
4. Analyzes incident reports and other information (e.g., COMPSTAT data, community feedback) to evaluate the performance of officers and supervisors and promote effective unit operations.
5. Analyzes crime statistics and trends to develop enforcement plans, utilizing support from other units (e.g., CIU, Tac, Traffic, Hondas and other District Station personnel).
6. Develops short and long-term enforcement priorities, researches best practices and consults with unit Lieutenants and COMPSTAT officers to optimize use of unit personnel.
7. Oversees development of Operational Orders to ensure that they are complete and accurate, adequately address all staffing and public safety priorities and are consistent with department

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

policies and procedures.

8. Evaluates the effectiveness of operations, newly implemented or modified procedures by discussing with unit personnel and/or affected community members.

9. Compares statistical reports of past and present performance (such as COMPSTAT Report) to evaluate district/unit activities and discern trends.

10. Develops or revises policies and procedures to improve the efficiency of unit operations and promote enforcement.

11. Analyzes COMPSTAT packet for presentation/exchange with Command Staff.

12. Formulates and proposes new or different methods of providing police services when those that exist are inadequate or out-of-date.

13. Confers with community organizers and interested community groups to determine ways in which events can be presented/managed that would ensure safety for all those involved and appropriate personnel are on-site.

14. Integrates new departmental directives into existing procedures and directives in order to establish how the new directives will be implemented in the unit.

15. Summarizes, in writing, information from various reports in order to forward to superiors for appropriate recommendation.

16. Evaluates the adequacy of unit resources and equipment by analyzing the current and projected needs of the unit.

17. Establishes long-range goals and objectives to effectively plan the direction of unit activities.

18. Evaluates written Department Award recommendations in group discussions with other Captains to determine whether awards are merited in accordance with established department criteria.

E. Interacting With Individuals Other Than Unit Personnel

1. Notifies superiors verbally and in writing of the ongoing status of critical incidents, high profile investigations, serious/sensitive situations to keep them apprised.

2. Communicates with superiors regarding unit problems or issues and/or departmental operations, such as investigations, personnel, and/or handling of requests for service.

3. Submits requested reports and documentation to Command Staff within established deadlines.

4. Responds to superiors' requests for information by directing unit personnel to draft memos or

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

compile reports within specified timelines.

5. Discusses issues with peers informally and at meetings to provide information or resolve problems.

6. Acts as liaison between unit members and Command Staff by responding to questions and/or relaying policies and procedures to minimize disruption of daily unit operations.

7. Makes written and verbal recommendations to superiors regarding specific actions such as the need for additional personnel or overtime.

8. Documents unit performance by writing reports to superiors and gathering statistical data to explain unit activities in relation to unit goals and COMPSTAT findings.

9. Participates in weekly Captains conference call to discuss criminal activity/patterns, station and department-wide issues.

10. Responds to inquiries from the Office of Citizen Complaints regarding incidents or investigations.

11. Responds to inquiries and requests from Board of Supervisors, Police Commissioners, City Attorney's Office and other elected and appointed officials, while keeping the Command Staff informed.

12. Communicates with representatives of other departments or agencies to exchange information, to develop new policies, resolve mutual problems, or request their support for particular projects.

13. Forwards information and feedback from subordinate personnel to Command Staff, particularly relating to new initiatives and directives.

14. Chairs periodic meetings with members from different departmental units to discuss coordinated actions to address criminal activities and other issues of common concern.

15. Speaks with complainant (about an officer) to try to clarify the issues and then inform the complainant about the procedure/options for filing/handling complaints.

16. Communicates with other law enforcement agencies to develop plans which avoid conflict with SFPD operations or rules and procedures (deconfliction plans).

17. Speaks with members of the District Attorney's Office to ensure incident reports are appropriately completed, prosecution of certain crimes can occur and that strongest cases are selected for prosecution.

18. Develops and recommends departmental policies as part of a task force assigned to address specific issues.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

F. Community Policing

1. Inspects/patrols district to observe businesses and street activities, to maintain general awareness of community groups, demographics, and areas with recurring problem(s).
2. Speaks with citizens and representatives of various groups to identify their concerns, educate community regarding type and extent of police resources, work cooperatively to resolve problems, promote community involvement and ownership.
3. Identifies district problems that need community input and support in order to formulate possible solutions.
4. Adjusts enforcement tactics (e.g., beat or watch adjustments) and number of personnel in response to community concerns, after confirming the need by evaluating information (e.g., crime statistics).
5. Prepares for attendance at community functions by examining historical information, identifying issues and possible courses of action, and arranging for speakers from other city and Department units.
6. Oversees/develops and publicizes District/Bureau/Unit newsletters and other communications to the community informing citizens of issues such as district police activities and crime prevention tips.
7. Speaks at public meetings such as before the SFPD COMPSTAT meeting, Board of Supervisors or other City Commissions to provide information and respond to questions.
8. Attends meetings with public or private agency personnel to discuss and develop procedures and ensure coordination of activities.
9. Cultivates/identifies and assigns personnel to attend community functions, serve as community liaisons, work as beat officers.
10. Chairs or participates in periodic community meetings/events to address concerns raised by citizens to enhance community relations and explain police practices, policies and expectations.
11. Explains status of a case in the investigative process in response to other agency or citizen query.
12. Provides interviews to the news media, regarding police-related activities, providing specific facts, general information, and/or referrals.
13. Refers citizens to appropriate agencies (e.g., DPW, Board of Supervisors, non-profit or community-based organizations) when the solution to a community problem cannot be accomplished with police services alone.
14. Confers with various city officials to provide an update regarding police activities related to

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

issues/problems in the city and/or solicit support for community policing initiatives.

15. Cultivates/identifies community members best able to serve on community boards and projects.

16. Chairs monthly Community Police Advisory Board meeting to address community issues and task community members with issues to resolve.

17. Mediates conflicts among community associations and elicits support for agreed upon programs or solutions.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

The knowledge and ability areas that are essential to the performance of the position of San Francisco Police Department Captain are grouped into the following clusters.

A. Technical Knowledge: Ability to acquire technical knowledge required for effective job performance, legal and governmental provisions, administration and managerial practices, and law enforcement and crime prevention methods, tactics, and technology.

1. Knowledge of standards of performance and conduct and what behavior constitutes a violation of rules or professional legal standards.
2. Knowledge of administrative and legal provisions governing use of force and officer-involved shootings.
3. Knowledge of administrative investigation and discipline procedures, including rights and protections of sworn and civilian members.
4. Knowledge of discrimination, harassment, and retaliation policies and procedures.
5. Knowledge of officer safety principles and procedures.
6. Knowledge of the responsibilities of a SFPD Captain and accepted standards of performance.
7. Knowledge of civil disturbance guidelines, crowd control procedures, techniques and special equipment.
8. Knowledge of driving policies and procedures, including vehicular pursuits.
9. Knowledge of what constitutes public information, when that information should or should not be released to the media or the public, and the rights of victims, witnesses and suspects regarding that information.
10. Knowledge of lawful arrest and detention, search and seizure, evidence protection and preservation, investigative procedures.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

11. Knowledge of SFPD mission and functions, including programs, policies, procedures, rules and regulations.
12. Knowledge of the responsibilities of unit personnel and supervisors.
13. Knowledge of incident command procedures including how to respond, who should respond, resource acquisition/allocation and notification requirements.
14. Knowledge of the signs and symptoms of alcohol and substance use/abuse, intervention approaches and referral process.
15. Knowledge of staffing guidelines related to minimum staffing requirements, watch assignments, seniority overtime usage, distribution and allotment.
16. Knowledge of supervision, management and disciplinary methods and practices.
17. Knowledge of first amendment rights and fair labor practices as they relate to civil disturbances.
18. Knowledge of procedures and requirements for the completion and use of departmental forms, memoranda and reports.
19. Knowledge of operations order preparation, including format, content, distribution, and implementation.
20. Knowledge of department units and specialized personnel, equipment and statistical resources, including how to access and best utilize.
21. Knowledge of departmental structure, organization and responsibilities.
22. Knowledge of crime detection and analysis equipment resources and capabilities.
23. Knowledge of Department resources available to assist departmental personnel with personal problems, such as Employee Assistance Programs and peer counselors.
24. Knowledge of current local, state, national, international events that may impact enforcement (situational awareness).
25. Knowledge of best professional practices and innovations relating to community policing, crime prevention and enforcement methodology.
26. Knowledge of formal and informal methods of commendation to reward superior performance of unit personnel.
27. Knowledge of work rules regarding the use of ADA accommodated workers.
28. Knowledge of structure, organization, and resources of other city agencies/departments,

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

non-government and non-profit entities.

29. Knowledge of permit policies and procedures (i.e., for cabaret license, street fairs, special events).

30. Knowledge of Uniform Crime Reporting (UCR).

31. Knowledge of employee development and training resources, methods and practices.

32. Knowledge of HRMS, including data entry and report generation.

33. Knowledge of facilities, vehicle and equipment management guidelines and mandates.

34. Knowledge of cost recovery procedures.

B. Leadership-- Ability to lead others by embodying the highest standards of ethical conduct, demonstrating independence, creativity and courage, in order to motivate others to persevere while pursuing challenging objectives regardless of obstacles and setbacks.

1. Ability to maintain integrity and the highest levels of ethical conduct, resisting corruption, laxity, and elitism.

2. Ability to take charge and establish control at incidents, in emergencies and other situations requiring immediate intervention.

3. Ability to maintain self-control and to take appropriate action and make decisions in a crisis, when under stress, or in personally unpleasant situations.

4. Ability to develop and maintain the trust, confidence and cooperation of unit personnel, peers and superior officers.

5. Ability to take unpopular stands and make unpopular decisions when necessary.

6. Ability to make appropriate on-the-spot decisions.

7. Ability to take a leadership role by presenting a positive, professional command image in the performance of one's duties.

8. Ability to develop a positive work environment, being consistent, firm and fair, and not exhibiting favoritism, impartially applying laws and departmental regulations.

9. Ability to be patient and persistent in response to criticism, frustration and adversity, without becoming defensive or hostile.

10. Ability to respectfully disagree with superiors when warranted, but follow ultimate direction/decision.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

11. Ability to adapt leadership style to manage effectively in different situations.
12. Ability to generate enthusiasm and commitment to SFPD's vision, values, policies and strategic direction.
13. Ability to be open to new ideas, approaches and perspectives, working collectively with others.
14. Ability to acquire new knowledge or skills to improve one's own performance deficiencies.
15. Ability to effectively lead meetings to ensure discussions stay on track and goals are achieved.
16. Ability to maintain political sensitivity and adapt to practical realities that impact plans, procedures and enforcement goals and strategies.
17. Ability to identify needs and initiate action, exercising independent judgment and formulating innovative solutions.

C. Analysis and Planning-- Ability to acquire, analyze and synthesize information to solve problems and formulate plans and strategies

1. Ability to extract the key information and draw appropriate inferences and sound conclusions from written and verbal information.
2. Ability to assess the effectiveness of operations, plans, events and re-evaluate and modify a course of action or decision when presented with new information.
3. Ability to formulate contingency plans, evaluate alternatives and to anticipate the consequences of various courses of action.
4. Ability to relate past experiences to a current situation in determining what actions to take.
5. Ability to establish a baseline, comprehensive plan.
6. Ability to integrate and organize information from a variety of different sources to be able to present complete information in concise and logical fashion.
7. Ability to identify the need for a new plan/procedure/protocol to address new requirements or adapt to changes in operating environment.
8. Ability to gather, understand, utilize and explain statistical information.
9. Ability to read, understand and apply technical and legal terms and jargon.
10. Ability to synthesize and evaluate information from different sources, understanding the significance and implications of the information.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

11. Ability to evaluate and develop procedures for new situations and new events that have little or no historical data to guide planning.

12. Ability to recognize the organizational benefit of ideas/procedures/tactics developed at the station/unit level.

D. Management and Control– Ability to manage personnel resources efficiently and effectively; developing plans to manage unit operations; making assignments, scheduling work, and ensuring deadlines are met; prioritizing tasks and delegating appropriately; counseling and mentoring subordinates; identifying acceptable performance and instituting corrective action when warranted.

1. Ability to recognize the need for confidentiality regarding internal investigations and other matters of a sensitive nature.

2. Ability to follow orders, department policies and procedures.

3. Ability to judge when to notify and/or refer a decision to a superior and when Command Staff approval is necessary.

4. Ability to handle multiple tasks with varying degrees of complexity.

5. Ability to prioritize and manage work time efficiently so that tasks are completed in a thorough, systematic and timely manner, evaluating what issues and problems take priority when conflicting demands arise.

6. Ability to impose corrective action (e.g., counseling, reassignment) when unit personnel fail to follow procedures or deviate from expected performance.

7. Ability to develop and adapt programs, strategies, operations and procedures to achieve objectives.

8. Ability to develop short and long range plans to manage unit operations.

9. Ability to analyze the effectiveness of the deployment of unit personnel (e.g., number, geographical assignments, shift staffing).

10. Ability to discern whether a performance problem is due to a training deficiency or is the result of poor judgment.

11. Ability to appropriately identify those tasks and responsibilities which can be delegated and those that must be handled personally.

12. Ability to recognize strengths and weaknesses, skills and experience of unit personnel.

13. Ability to set goals for self and for subordinates.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

14. Ability to monitor performance of subordinates through observation and review of schedules, reports and memoranda, identifying what constitutes acceptable performance and/or levels of productivity.
15. Ability to focus on results and seeing projects to their conclusion.
16. Ability to guide supervisors of subordinate personnel in resolving performance problems.
17. Ability to establish control and follow-up mechanisms to ensure orders, policies, programs and instructions are carried out properly.
18. Ability to identify errors, discrepancies or incomplete narratives in forms and reports completed by unit personnel and develop resolutions to problems.
19. Ability to counsel, train and mentor subordinates, giving appropriate and timely feedback to positively reinforce, improve and support performance.

E. Customer Service— Ability to work with community, general public and other organizations and agencies in order to resolve community issues.

1. Ability to interact with individuals from a wide variety of socio-economic, cultural and linguistic backgrounds.
2. Ability to discuss sensitive or problematic issues diplomatically with superiors, unit personnel, other department personnel and the public.
3. Ability to listen to people and to understand the message they want to convey.
4. Ability to build partnerships with community members and other stake holders to prioritize concerns and develop solutions to address those concerns.
5. Ability to analyze crime patterns, environmental characteristics, trends, economic factors and conflicting objectives and social/political factors in formulating plans and managing unit operations.
6. Ability to establish and maintain courteous, cooperative, business-like relationships with community members and representatives from other departments and agencies.
7. Ability to formulate an agenda, resolve disagreements, build consensus in running and managing meetings.
8. Ability to defuse hostility and foster cooperation among others.
9. Ability to communicate an SFPD policy and to elicit support for that policy.
10. Ability to mediate discussions to help resolve disputes and conflicts.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

F. Oral Communication-- Ability to effectively communicate with superiors, subordinates, peers, and external contacts; organize thoughts into clear and understandable oral presentations which highlight key facts, points or inferences; discuss confidential or sensitive issues with tact and diplomacy; defuse hostile, charged exchanges; give orders which are clear and specific even in crisis situations.

1. Ability to orally give direct, explicit orders and instructions.
2. Ability to elicit specific, complete and accurate information regarding a situation, incident, or crime.
3. Ability to discuss confidential or sensitive issues with tact and diplomacy.
4. Ability to resist being drawn into an argument, deflect personal attacks.
5. Ability to respond orally to complex questions from others, such as superiors, attorneys, judges, community members, elected officials and the media.
6. Ability to communicate information objectively.
7. Ability to recognize and defuse hostile, charged exchanges.
8. Ability to communicate effectively with unit personnel in a non-threatening and supportive manner.
9. Ability to assess whether information has been communicated clearly and understood by recipients.
10. Ability to give impromptu oral presentations to a group or an audience.
11. Ability to present key facts, points, or inferences orally in a clear, organized, and concise format.
12. Ability to gather and disseminate verbal information quickly and concisely.
13. Ability to present viewpoint and plans persuasively to superiors, boards, commissions and other groups of people.
14. Ability to employ the appropriate tone of voice and choice of words, based on the situation.

G. Written Communication-- Ability to communicate effectively by producing reports, briefings, memoranda and correspondence which are accurate, concise, and clear; use proper grammar, spelling and punctuation; vary style depending on audience and sensitivity of content.

1. Ability to write memoranda, reports, plans that are accurate, concise and clear.
2. Ability to write clear and concise orders directing unit personnel in their activities.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Captain (Police Department)

Job Code: Q080

3. Ability to communicate in letters, e-mails, or newsletters in an appropriate format and style that answers questions, provides information, and/or describes actions taken.
4. Ability to use proper English grammar, spelling, punctuation and structure in written communications.
5. Ability to use common computer technology (e.g., e-mail, word processing, texting, internet).
6. Ability to complete forms accurately and completely.
7. Ability to present qualitative (non-statistical) or quantitative (statistical) evidence in support of position.
8. Ability to document facts from conversations and meetings for later reference.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q-60 Lieutenant.

LICENSE AND CERTIFICATION

1. Possession of a POST Management Certificate issued by California Department of Justice, Commission of Peace Officer Standards and Training; and
2. Possession of a valid Class C California Driver License.

SUPPLEMENTAL INFORMATION

Note: Length of service for meeting the minimum qualification is calculated from completion of probation.

PROMOTIVE LINES

From: Q-60 Lieutenant

ORIGINATION DATE: 11/20/07

AMENDED DATE: 12/13/07; 7/20/10; 11/21/2012

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Captain (Police Department)
Job Code: Q080**

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S):

COMMN SFCCD SFUSD

Q080 Captain, (Police Department)

Recruitment #CBT-Q080-900532

| | |
|------------------------|----------------------------------|
| DEPARTMENT | Public Safety |
| ANALYST | David Johnson |
| DATE OPENED | 7/31/2015 08:00:00 AM |
| FILING DEADLINE | 8/14/2015 5:00:00 PM |
| SALARY | \$209,534.00 - \$209,534.00/year |
| JOB TYPE | CBT Discrete |

INTRODUCTION

The Captain in the San Francisco Police Department (SFPD) is a management level position that may be assigned to the Operations, Administration, Special Operations, Airport or Chief of Staff Bureaus. Captains report directly to a Commander or Deputy Chief.

Essential functions of the position include: directing, supervising and monitoring personnel; training, developing and evaluating unit personnel; reviewing and processing documents/communications; analyzing procedures/information and developing plans; interacting with individuals other than unit personnel; and community policing. Captains routinely perform other law enforcement duties.

MINIMUM QUALIFICATIONS

1. Sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q-60 Lieutenant. (Length of service is calculated from completion of probation.) AND
2. Possession of a POST Management Certificate issued by California Department of Justice, Commission of Peace Officer Standards and Training; AND
3. Possession of a valid Class C California Driver License.

Applicants must meet minimum qualifications (1) and (2) above by December 31, 2015 to be considered a "qualified candidate."

Evidence of possession of the POST Management Certificate must be submitted no later than 5:00 p.m. on December 31, 2015 to dhr-publicsafety@sfgov.org. Failure to submit the POST Management Certification as specified above is cause for disqualification. Test scores will be released only to qualified candidates.

HOW TO APPLY

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

Select the "Police Captain" 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 instructions on the screen

If you previously registered and have a JobAps account with the City and County of San Francisco, but do not remember your UserID and/or password please email dhr-publicsafety@sfgov.org for your login information.

For applicants who do not have internet access, computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco. However, because the DHR offices close at 5:00 PM, it is recommended that you arrive by at least 4:30 PM to allow time to complete the application.

Applicants who file for this announcement will later be contacted by email. 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 @sfgov.org. In the experience section of the application, you need to include only your experience as a Lieutenant in the San Francisco Police Department.

Applicants will receive a confirmation email that their online application has been received in response to every announcement to which they apply. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

SELECTION PROCEDURES

The test will consist of written and oral components. At this time, all components are planned for administration between September 9 and October 31. Qualified applicants will be notified by email of the exact date, time and location of the test components at least 10 days in advance of the test. A final passing score will be established. Only those who attain a final score above the pass point will be listed on the eligible list.

Q-80 Captain Examination Preparation Guide: A description of the test components, including component weights, will be included in the Preparation Guide. The Preparation Guide will also list knowledge and abilities that may be evaluated by each test

component. The Preparation Guide is scheduled to be released approximately one month prior to the administration of the first component. Qualified applicants will be notified via email when the Preparation Guide becomes available.

Certification Rule: The certification rule for the eligible list resulting from this test will be Rule of Ten (10) Scores. When making appointments, the Appointing Officer will consider the following secondary criteria: assignments, training, education, community involvement/volunteer work, special qualifications, commendations/awards, bilingual certification and disciplinary history.

Eligible List: The duration of the eligible list produced from this examination will be thirty-six months and may be extended up to twelve months upon approval of the Human Resources Director.

CONCLUSION

1. All examination procedures are subject to the Civil Service Commission Rules, Volume II, Uniformed Ranks of the San Francisco Police Department available at <http://www.sfgov3.org/index.aspx?page=300> and the policies and procedures of the Department of Human Resources. Copies of this information can also be obtained at 1 South Van Ness, 4th Floor, San Francisco, CA 94103.
2. The terms of this examination announcement may be appealed under Civil Service Rule 211.6.1, provided that such appeal is submitted in writing in the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Go to www.sfgov.org/Civil_Service for more information on applicable appeal rights and submission requirements under the Civil Service Rules; and for Civil Service Rules, policies and procedures on announcements, applications and examinations.
3. Qualified candidates with disabilities who require a reasonable accommodation for this examination process must contact the Public Safety Team by phone at (415) 551-8943 or, if hearing impaired (415) 557-4810 (TDD), or in writing to the address listed in the note above (specify Class Q-80) or e-mail to dhr-publicsafety@sfgov.org as soon as possible, but no later than September 4, 2015.
4. An applicant/eligible that changes his or her contact information (email, name, mailing address, phone, etc.) after having filed an application must promptly go to CCSF's employment website: www.jobaps.com/sf. Click on "Update My Contact Info" button. Log in to your JobAps account by entering both UserID and password. Enter your new address/contact information. Click on the "Update Contact Information" button again. Failure to maintain current contact information may result in loss of eligibility.

5. The City and County of San Francisco reserves the right to revise the examination plan if necessary.
6. 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 posting the correction on the Department of Human Resources website at www.jobaps.com/sf.
7. Important Employment Information for the City and County of San Francisco can be obtained at <http://www.sfdhr.org/index.aspx?page=20> or at 1 South Van Ness Avenue, 4th Floor.
8. Applicants are advised to keep copies of all items submitted to the Department of Human Resources Public Safety Examination Team.

Micki Callahan, Director of Human Resources
Announcement No: CBT-Q080-900532
Issued: July 31, 2015
Public Safety Team, 415.551.8943
PROMOTIVE

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 

Captain, (Police Department)

Recruitment #CBT-Q080-056235

| | |
|------------------------|-----------------------|
| DEPARTMENT | Police |
| DATE OPENED | 8/12/2010 08:00:00 AM |
| FILING DEADLINE | 8/27/2010 11:59:00 PM |
| JOB TYPE | CBT Discrete |

INTRODUCTION

Amended to reflect revised certification rule.

The Captain in the San Francisco Police Department is a management level position that may be assigned to the Operations, Administrative Services or Chief of Staff Bureaus. Captains report directly to a Commander, Deputy Chief or Assistant Chief. Essential functions of the position include: directing, supervising and monitoring personnel; training, developing and evaluating unit personnel; reviewing and processing documents/communications; analyzing procedures/information and developing plans; interacting with individuals other than unit personnel; community policing. Captains routinely perform other law enforcement duties. For a more detailed listing of the Captain's job duties, please refer to the Q-80 Captain Job Analysis Executive Summary.

MINIMUM QUALIFICATIONS

Sworn members of the San Francisco Police Department who have one year of permanent status in the rank of Q-60 Lieutenant as of November 15, 2010 are eligible to apply for this examination.

HOW TO APPLY

Applications for this recruitment will be accepted through an online process from 8:00 AM, Thursday, August 12, 2010 through 11:59 PM, Friday, August 27, 2010. As a first step, select an e-mail address you will maintain throughout the examination process to receive all official communications. Next, visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement (Scroll through the list of jobs)
- 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 instructions on the screen

Computer kiosks are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Upon successful submittal of the application online, you will receive an e-mail acknowledging the receipt of the application. If you are having difficulty submitting your application online or if you have any questions regarding this recruitment or application process, please contact the exam analysts, Jaye Erickson, at 415-551-8949 or Saru Cownan, at 415-551-8947 or DHR-PoliceExams@sfgov.org.

SELECTION PROCEDURES

The selection process will consist of four components, two written exercises and two oral exercises. Both written exercises and the two oral exercises are tentatively scheduled to be administered between November 15 and December 17, 2010; please adjust your plans accordingly. Qualified applicants will be notified of the exact date, time and location for each of the examination components. A final passing score will be established. Only the names of candidates with a final score above the pass point will be included on the eligible list.

Examination Preparation Guide

A description of the examination components, including component weights, will be included in the Preparation Guide. The Preparation Guide will also list the job-related task clusters simulated and knowledge and abilities evaluated in each test component. The Department of Human Resources anticipates that the Preparation Guide will be available by October 5, 2010. Qualified applicants will be notified when the Preparation Guide becomes available.

Certification Rule

The certification rule for the eligible list resulting from this examination will be Rule of Ten (10) Scores.

NOTES

1. All examination procedures are subject to the Civil Service Commission Rules, Volume II, Uniformed Ranks of the San Francisco Police Department available at www.sfgov.org/site/civil_service_index.asp?id=4519 and the policies and procedures of the Department of Human Resources.
2. The City and County of San Francisco reserves the right to revise the examination plan if necessary.
3. When making appointments, the Appointing Officer will consider the following secondary criteria: assignments, training, education, community involvement, special qualifications, commendations/awards, bilingual certification, and disciplinary history.
4. The duration of the eligible list produced from this examination will be thirty-six months.
5. All address or name changes must be filed promptly with the Department of Human Resources Public Safety Examinations Unit, One South Van Ness Avenue, 4th Floor, San Francisco, CA 94103 or fax to (415) 551-8945. Applicants may also change their address by going online to www.jobaps.com/sf and selecting the "Update My Contact Info" tab.
6. Qualified candidates with disabilities requiring reasonable accommodation for this examination process must contact the examination analyst by phone at 415-551-8949 (Voice) or, if hearing impaired, (415) 557-4810 (TDD), or in writing to the address listed in the note above (specify Class Q-80) or fax to (415) 551-8945 as soon as possible.
7. Applicants are advised to make copies of all items submitted to the Department of Human Resources Public Safety Examinations Unit.

Q-80 Captain – Promotive

Issued: August 12, 2010

Announcement No.: 056235

Micki Callahan, Human Resources Director

Department of Human Resources

Public Safety Examinations Unit (JE) (415) 551-8949

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

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, typically 7.5% 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  JobAps

Notice Report for Application

Douglas Farmer: Far-12-8586

Job Title: Q080 Captain, (Police Department) applied: 4/9/2020 By: D Johnson: 6/15/2020 3:18:52 PM

| Type | Last Name | First Name | Easy ID | Job Number | Job Title | How Sent | Date Sent | Sender |
|-------------------------------------|-----------|------------|------------|-------------------------|----------------------------|----------|----------------------------|--------------|
| <input type="radio"/> ALL | Farmer | Douglas | [REDACTED] | CBT- Q080- 903263 | Q080 Captain, (Polic | Email | 6/9/2020 11:57:00 AM | L Cruz |
| <input type="radio"/> NQ | Farmer | Douglas | [REDACTED] | CBT- Q080- 903263 | Q080 Captain, (Polic | Email | 6/9/2020 10:55:00 AM | L Cruz |
| <input type="radio"/> NQ | Farmer | Douglas | [REDACTED] | CBT- Q080- 903263 | Q080 Captain, (Polic | Email | 6/1/2020 11:31:00 AM | D Johnson |
| <input checked="" type="radio"/> NQ | Farmer | Douglas | [REDACTED] | CBT- Q080- 903263 | Q080 Captain, (Polic | Email | 4/22/2020 3:33:00 PM | L Cruz |
| <input type="radio"/> Info | Farmer | Douglas | [REDACTED] | CBT- Q080- 903263 | Q080 Captain, (Polic | Email | 4/20/2020 3:15:00 PM | N Herndon |
| <input type="radio"/> CON | Farmer | Douglas | [REDACTED] | CBT- Q080- 903263 | Q080 Captain, (Polic | Email | 4/9/2020 12:23:00 PM | S System |

Number of records: 6



Recipient Report for Selected Notice



Wednesday, April 22, 2020

Douglas Farmer

[REDACTED ADDRESS]

Dear Douglas Farmer,

Your application for Q080 Captain, (Police Department) has been marked Not Qualified. Based on the information you provided in the Employment Record section of your application, you do not meet the minimum experience for this recruitment.

The minimum qualifications are:

1. Sworn members of the SFPD who have completed probation and two (2) years of experience with the SFPD at the rank of Q060 Lieutenant. (Length of service is calculated from completion of probation.) AND

2. Possession of a POST Management Certificate issued by California Commission on Peace Officer Standards and Training; AND

3. Possession and maintenance of a valid Class C California Driver License.

Applicants must have completed probation as a Q060 appointee by October 31, 2018 and have completed two (2) years of additional experience as a Q060 Lieutenant by October 31, 2020. Candidates who have not fulfilled the two-year Q060 experience requirement by the time of eligible list posting will be placed under general waiver on the list until such time as they meet the two-year Q060 experience requirement. Failure to meet the two-year experience requirement by October 31, 2020 is cause for disqualification.

This decision regarding your application status may be reconsidered if you can provide additional information or explanation by the close of business (4:00 p.m.) on Wednesday, April 29, 2020. To be reconsidered, your request must include specific details demonstrating how you meet the minimum experience as stated on the exam announcement. Civil Service Commission Rules for the City and County of San Francisco specify announcement, application and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

If you have any questions regarding this notice, please send an email to liezel.cruz@sfgov.org

Thank you,

Liezel Cruz
Senior Human Resources Analyst
Public Safety Team