



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

MEMORANDUM  
CSC No. 2015 – 09

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MICHAEL L. BROWN  
EXECUTIVE OFFICER

Date: June 25, 2015

To: Department Heads  
Department Personnel Officers  
Employee Organization Representatives

FROM: Michael L. Brown  
Executive Officer

Subject: **Civil Service Commission Rule Change No. 2000 – 79:  
Amendment to Civil Service Commission Rules to Extend Pilot  
Program under Rule 211.3 – Examination without Charge**

The Civil Service Commission acted during the Regular Meeting of May 4, 2015, to post and immediately adopt the extension of the pilot program in Civil Service Commission (CSC) Rule 211.3 – Examination without Charge. The amendment will extend the pilot program by an additional one and one half years (1.5) (with an expiration date of December 15, 2016, absent further action by the Civil Service Commission).

Attached for your inclusion in your copy of the Civil Service Commission Rules are amended pages 211.3 and 211.4 dated June 1, 2015. Please substitute amended pages with the attached updated corresponding pages in your copy of the Civil Service Commission Rules – Volume II. A revised copy of page VI (Amendment Control Sheet) dated June 1, 2015 is also attached for inclusion in your copy of the Civil Service Commission Rules.

Should you have any questions, you may contact me at [Michael.Brown@sfgov.org](mailto:Michael.Brown@sfgov.org) or (415) 252-3247.

Sincerely,

CIVIL SERVICE COMMISSION

A handwritten signature in blue ink that reads "Michael L. Brown".

MICHAEL L. BROWN  
Executive Officer

Attachments

<b>Rule Change No.</b>	<b>Adoption Date</b>	<b>Effective Date</b>	<b>Rule Section</b>	<b>Page Number</b>	<b>Action</b>	<b>Remarks</b>
2000-79	6/1/15	6/1/15	211.3.2.1 & 211.3.2.4	211.3 & 211.4	Amend	Replace pages 211.3 – 211.4 & page VI

## Rule 211

### Examinations

#### Article I: Promotional Examinations In The Uniformed Ranks Of The Police Department

Applicability: Rule 211 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

##### Sec. 211.1 General Provisions Governing Promotional Examinations

211.1.1 Except as specifically provided in this or other sections of these Rules, all promotions in the Uniformed Ranks of the Police Department, shall be made from the next lower civil service rank attained by examinations and/or other legally valid, job-related, selection procedures.

211.1.2 All promotive examinations in the Police Department shall be job-related, valid, and consistent with State and Federal laws that promote the non-discrimination policies of the City and County of San Francisco.

##### Sec. 211.2 Frequency of Promotional Examinations

The Civil Service Commission shall provide for promotion in the Police Department on the basis of examinations and tests at least once every four years for each promotive position or rank in the Police Department.

##### Sec. 211.3 Examination without Charge

211.3.1 Examinations shall be without charge to the applicants.

211.3.2 Pilot Exception to the Requirement that Examinations be without Charge.

1) Notwithstanding Section 211.3.1 above, on a pilot basis for a period not to exceed thirty-six (36) months from the date of adoption, December 16, 2013, applicants for the entry-level Police Officer classification may be charged a fee by an outside vendor to take a City-approved examination that is administered by that vendor. Such fee may be waived for financial hardship.

2) The decision to deny an applicant's request for fee waiver based on financial hardship may be protested to the Human Resources Director within five (5) calendar days from the date of the notice of such denial. A day the Department of Human Resources is closed shall not be counted as the fifth (5th) calendar day. The Human Resources Director's decision to deny a request for fee waiver based on financial hardship shall be

**Sec. 211.3**      **Examination without Charge (cont.)**

**211.3.2**      Pilot Exception to the Requirement that Examinations be without Charge (cont.)

**2) cont.**

appealable to the Civil Service Commission in accordance with Civil Service Rule 205.12.1 - Appeal of Human Resources Director's and Executive Officer's Action, Examination Matters.

**3)** The Department of Human Resources shall provide the Civil Service Commission with reports on a semiannual basis on those examinations for which applicants were charged a fee pursuant to this Section 211.3.2. Such reports shall include, but not be limited to, the following information for each examination: the number of applicants; the number of fee waiver requests, denials, protests and appeals; no-show rates; and available statistical information on the sex, race or ethnic group of applicants and eligibles.

**4)** This Pilot Rule Section 211.3.2 shall become inoperable and removed on December 15, 2016 unless otherwise authorized by action of the Commission. The Rule shall be recorded and retained as part of the permanent Civil Service Commission records.

**Sec. 211.4**      **Human Resources Director Empowered to Act**

The Human Resources Director or his or her designee shall rule on all matters concerning the examination program in accordance with these Rules.