

Rule 210

Police Examination Qualifications And Applicants

Applicability: Rule 210 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

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Rule 210

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Article I: Applications And Notice Of Examinations

Applicability: Rule 210 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

Sec. 210.1 **Applicants**

An applicant is a person who has filed an application for examination within the time limits specified in the announcement of the examination for which the applicant applied and maintains eligibility until the time of appointment. Verification shall be the official time receipt of the Examination Division of the Police Department or postmark.

Sec. 210.2 **Notice of Examinations**

Official notice of examinations will be posted at the San Francisco Police Department and the Department of Human Resources. Notice of entrance examinations will be posted for a minimum period of five (5) workdays, and notice of promotional examinations will be posted for a minimum period of ten (10) workdays. Requests for notice of filing dates for entrance examinations may be filed online through the Department of Human Resources website. Notifications shall be emailed at the inquirer's risk. Failure to receive a requested notification shall not result in any special consideration or remedy related to the examination process.

Sec. 210.3 **Application Custody**

Applications and supporting documents become the property of the Department of Human Resources when received. Return of such documents shall require the approval of the Human Resources Director or his or her designee.

Sec. 210.4 **Cheating or Fraud in Examinations**

It is the policy of the Civil Service Commission that examinations shall be conducted in a fair and impartial manner in order to test fairly the relative qualifications, merit, and fitness of applicants. Any person cheating, attempting to cheat or assisting other persons in cheating in any phase of the examination process shall be prosecuted to the full extent of the Charter and other laws. Actions to be taken include elimination from the examination process, dismissal and ineligibility for future employment. Cheating shall include the use or attempted use of materials not authorized by the scheduling notice to candidates to report for the examination. Significant false statements by applicants on the application or during the selection process shall be good cause for the exclusion of such person from the examination and such other appropriate action as may be recommended by the Human Resources Director.

210.4.1 **Aid, Hindrance, Fraud and Collusion in Examinations**

No person or officer shall, by himself/herself or in cooperation with other persons, defeat, deceive or obstruct any person in respect to his or her right of examination; or falsely make, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or make any false representations concerning the same, or concerning the person examined; or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person of being appointed, employed or promoted.

Any eligible securing standing on a list by fraud, concealment of fact or violation of Commission Rules shall be removed from such list and, if certified or assigned to a position, shall be removed therefrom.

Sec. 210.5 **Names Not to Be Made Public**

The names of applicants for any examination shall not be made public prior to announcement of the results of the examination. Names of participants who fail any examination shall not be made public.

Sec. 210.6 **Change of Address**

In all cases of change of address, the Examination Division of the Police Department must be notified in writing separately for each class involved. Notice of change of address to the Post Office, the employee's current assignment and/or the Police Department Personnel Division will not be a reasonable excuse for special consideration in case of failure to respond within time limits.

Sec. 210.7 **Correction of Examination Announcements**

Examination announcements may be corrected with respect to clerical errors, misprints and incorrect wording by the Human Resources Director or his or her designee, by posting notice of such corrections next to the original examination announcement. The issuance of examination announcements corrected under the provisions of this section shall not allow additional time for protest or appeal of the substantive provisions contained in the original examination announcement.

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Article II: Qualifications of Applicants

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Sec. 210.8 **Qualifications of Applicants**

210.8.1 Every applicant for entrance or promotional examination must possess and maintain the qualifications required by law and by the announcement of the examination for which applied. Experience gained in violation of Commission Rules shall not be recognized. It is the responsibility of the appointing officer and of the employee to have out-of-class experience recorded as provided in the Civil Service Commission Rules.

210.8.2 Except with permission of the Human Resources Director, no employee may participate in an entrance examination carrying a lower salary schedule than that of the employee's current class. No employee may participate in an examination for a class in which the employee has current permanent appointment status except with the approval of the Human Resources Director.

Sec. 210.9 **Application for Examination**

Any person having the qualifications prescribed by these Rules and the terms of the examination announcement may submit himself or herself for any examination under conditions established by the Department of Human Resources.

Sec. 210.10 **Applicants for Entrance Positions - Uniformed Ranks of Police Department**

Applicants for entrance positions in the Uniformed Ranks of the Police Department shall not be less than 20 years of age at the time of taking the examination, nor less than 21 years of age at the time of appointment.

Sec. 210.11 Recruitment of Applicants

Recruitment shall be conducted to attract qualified applicants. Where appropriate or needed, the Human Resources Director or his or her designee shall conduct outreach and recruitment programs, including cooperative efforts with community organizations, to attract qualified candidates.

Sec. 210.12 Review of Applicant Pool Demographics

When there is underrepresentation of an ethnic or gender group for a specific class or occupational category, the Human Resources Director or his or her designee shall review the ethnic and gender demographics of the pool of qualified applicants. Where the pool of applicants does not reflect the demographics of the relevant labor market, and upon consideration of factors such as the number of anticipated vacancies and the level of underrepresentation, the Human Resources Director or his or her designee may take such action as appropriate including extending the filing period, reopening the examination for filing or canceling the examination.

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.