

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: October 17, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 01 FY 17/18 (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 October 17, 2017.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Director
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 – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
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: 01
Fiscal Year: 2017/2018
Posted Date: 07/12/2017
Reposted Date: 10/05/2017

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

Item #	Job Code	Title
1	8204	Institutional Police Officer
2	8205	Institutional Police Sergeant
3	8209	Institutional Police Lieutenant

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 affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

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

**Title: Institutional Police Officer
Job Code: 8204**

DEFINITION

Under general supervision, the Institutional Police Officer works in the Public Safety Department of San Francisco City College and other City departments and agencies to provide protection of life and property and to enforce state and local laws and rules and regulations pertaining to the assigned City department or agency.

DISTINGUISHING FEATURES

8204 Institutional Police Officer is distinguished from 8205 Institutional Police Sergeant in that the latter is the first level supervisor.

SUPERVISION EXERCISED

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, 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.

1. Maintains law and order within the surrounding of city buildings and grounds, provides a safe and secure environment for all constituents.
2. Patrols and checks security of buildings and grounds in a marked emergency patrol vehicle and/or on foot; answers radio calls; reports hazardous conditions, unusual circumstances and malfunctions of the physical plant.
3. Performs traffic and crowd control when necessary, enforces automobile parking regulations, issues citations for violation of the California vehicle code - moving and parking infractions.
4. Takes charge at the scene of accidents or emergencies; controls crowds or other assemblies. Responds to all emergencies, uphold the laws and statues of the state of California, both municipal and criminal, as well as enforce state and local ordinances and rules and regulations pertaining to the assigned City department or Agency.
5. Escorts persons and administrative services personnel responsible for collecting, accounting and turning over cash deposits on a daily basis.
6. Investigates and makes written reports of accidents, property damage, fires, law violations, disturbances of the peace and other incidents; gathers evidence.
7. Makes felony/misdemeanor/warrant arrests as necessary which includes transporting and booking suspects as well as properly prepares a San Francisco Police Department Incident

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

**Title: Institutional Police Officer
Job Code: 8204**

Report. Appears in court at the direction of a subpoena.

8. Assists in the event of natural disasters and other extraordinary circumstances.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: law enforcement practices and procedures; and safety rules.

Ability and Skill to: verbally communicate information effectively; accurately write police incident and general operational reports; deal tactfully and appropriately with co-workers, members of the public and other departments.

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.

Education:

High School diploma or equivalent (GED or High School Proficiency Examination)

Experience:

One (1) year of experience as a police officer, member of a military police unit or other work involving the safeguarding of life and property.

License and Certification:

Requires possession of a valid California Driver License

Possession of a Basic P.O.S.T. Certificate (issued by California Department of Justice, Commission of Peace Officers Standards and Training) will be required prior to field work assignment and within twelve (12) months of hire date, as a condition of employment.

Substitution:

SUPPLEMENTAL INFORMATION

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

**Title: Institutional Police Officer
Job Code: 8204**

PROMOTIVE LINES

To: 8205 Institutional Police Sergeant

ORIGINATION DATE: 6/7/62

AMENDED DATE: 6/15/1970; 5/15/1978; 8/4/06; 01/04/16; 10/17/17

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFCCD

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

**Title: INSTITUTIONAL POLICE SERGEANT
Job Code: 8205**

DEFINITION

Under direction, supervises and is responsible for the work of subordinate officers and assists in the overall administration of an institution security program.

DISTINGUISHING FEATURES

8205 Institutional Police Sergeant is distinguished from 8204 Institutional Police Officer in that the former is the first-level supervisor. 8205 Institutional Police Sergeant is distinguished from 8209 Institutional Police Lieutenant in that the latter is responsible for managing the institutional law enforcement program of the Community College District.

SUPERVISION EXERCISED

Supervises subordinate staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, 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.

1. Supervises the work of officers; arranges work schedules; conducts tours of inspection; reports on activity of officers; transmits and interprets pertinent departmental policies and procedures and assures their enforcement; orients and instructs security officers in law and regulation changes and the proper performance of their duties.
2. Assures that officers are provided with all necessary supplies and equipment; instructs officers in the proper use of equipment; prepares or supervises the preparation of daily and special reports of security activities; assists and counsels officers in writing reports; initiates necessary disciplinary action.
3. Performs the duties of officer; as assigned, assumes the duties of lieutenant in his or her absence.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the laws of arrest; the California Motor Vehicle Code; a good knowledge of the principles of organization and supervision, especially as they apply to effective security work.

Ability and Skill to: supervise the enforcement of city and State laws and ordinances and institution rules, regulations and security measures; train subordinate officers in the proper methods of security enforcement and in the use of fire arms; prepare special reports.

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

**Title: INSTITUTIONAL POLICE SERGEANT
Job Code: 8205**

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.

Education:

High School diploma or equivalent (GED or High School Proficiency Examination)

Experience:

Three (3) years of experience as a police officer, member of a military police unit or other work involving the safeguarding of life and property;

License and Certification:

Possession of a valid California driver license

Possession of a Basic P.O.S.T Certificate issued by California Department of Justice, Commission of Peace Officers Standards and Training.

Substitution:

Possession of an associate degree in Criminal Justice from an accredited college or university may substitute for up to two (2) years of the required experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 8209 Institutional Police Lieutenant

From: 8204 Institutional Police Officer

ORIGINATION DATE: 06/07/1962

AMENDED DATE: 06/15/1970; 10/17/17

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

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

**Title: INSTITUTIONAL POLICE SERGEANT
Job Code: 8205**

BUSINESS UNIT(S): **COMMN SFCCD**

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

**Title: INSTITUTIONAL POLICE LIEUTENANT
Job Code: 8209**

DEFINITION

Under general direction, manages the total operation of the Community College District law enforcement program of a county-operated facility.

DISTINGUISHING FEATURES

8209 Institutional Police Lieutenant is distinguished from class 8205 Institutional Police Sergeant in that the former manages the activities of the institutional law enforcement program, whereas the latter is the first-level supervisor over personnel on an assigned shift.

SUPERVISION EXERCISED

Incumbents in this classification supervise subordinate sworn and non-sworn staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, 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.

1. Plans, assigns, directs and coordinates the activities and schedules of personnel assigned to the law enforcement program of the Community College District.
2. Directs the enforcement of city, county, and state laws and ordinances including applicable provisions of the Penal Code, Vehicle Code and Welfare and Institutions Code, and the implementation of institutional security rules, regulations, policies and procedures; interprets rules and regulations to staff, visitors, and patients; and establishes and maintains liaison with the San Francisco Police Department and municipal, state and federal agencies and personnel to obtain or furnish information regarding security activities and conduct security investigations.
3. Selects, supervises and evaluates security personnel, directly and through subordinates; investigates complaints concerning institutional security activities and initiates appropriate disciplinary action; assesses staff training needs; plans and conducts in-service training and orientation classes; and coordinates training of departmental personnel with the P.O.S.T Academy.
4. Reviews reports and records concerning security activities; determines final arrest charges; analyzes statistical data to determine patterns and characteristics of crimes and develops and implements remedial action; determines the need for revisions of existing institutional law enforcement policies and procedures and/or establishment of new policies and procedures.
5. Prepares the annual departmental budget for personnel, equipment and supplies.

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

**Title: INSTITUTIONAL POLICE LIEUTENANT
Job Code: 8209**

6. May appear in court to provide testimony regarding arrests and citations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: modern principles of law enforcement, laws of arrest, California Motor Vehicle Code and principles of organization and supervision as they apply to effective security work.

Ability and Skill to: supervise an institutional security program which includes the enforcement of City, County and State laws and ordinances and institution rules, regulations and security measures, and the assignment, training and discipline of subordinate security officers; review and approve routine and special reports of security activities and make effective recommendations.

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.

Education:

Bachelor's degree from an accredited college in police science, criminology, public administration, or related field.

Experience:

Two (2) years of experience of progressive law enforcement leadership management experience, as a Lead in a Public Safety position; AND

Four (4) years of experience as a police officer, member of a military police unit or other work involving the safeguarding of life and property.

License and Certification:

Possession of a valid California driver License.

Possession of a P.O.S.T. Supervisory Certificate.

Substitution:

The following may substitute for the required education and experience described above:

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

**Title: INSTITUTIONAL POLICE LIEUTENANT
Job Code: 8209**

Possession of an associate degree in Criminal Justice from an accredited college or university AND two (2) years of experience as Sergeant or serving as Lead in a Public Safety position plus six (6) years of experience as a police officer, member of a military police unit or other work involving the safeguarding of life and property.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

From: 8205 INSTITUTIONAL POLICE SERGEANT

ORIGINATION DATE: 11/01/1976

AMENDED DATE: 07/15/1991; 10/17/17

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): SFCCD