

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: January 21, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 60 FY 15/16 (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 January 18, 2016.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

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

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 – Client Services Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, SFERS  
Risa Sandler, Controller/Budget Division  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, 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:** 60  
**Fiscal Year:** 2015/2016  
**Posted Date:** 01/08/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	8204	Institutional Police Officer

**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](mailto: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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at [Rich.David@sfgov.org](mailto:Rich.David@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  
All Departmental Personnel Officers  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

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

**INTRODUCTION**

Under general supervision, the Institutional Police Officer works in the Public Safety Department of San Francisco City College, Department of Public Health and other City departments and agencies. The class primary functions are 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**

**SUPERVISION EXERCISED**

**MAJOR, 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 Report. Appears in court at the direction of a subpoena.

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DEPARTMENT OF HUMAN RESOURCES**

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

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

**IMPORTANT AND ESSENTIAL KNOWLEDGES, 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:

Possession of a California Penal Code, Section 832 Police Course - 'Arrest and Firearms' Course Certificate OR Successful completion of a basic P.O.S.T. Academy;

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:

Possession of a valid California Driver's License

**CITY AND COUNTY OF SAN FRANCISCO  
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**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 8205 Institutional Police Sergeant

**ORIGINATION DATE:** 6/7/62

**AMENDED DATE:** 6/15/70; 5/15/78; 8/4/06; 01/18/16

**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