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: 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.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>8204</td>
<td>Institutional Police Officer</td>
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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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


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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.
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
Title: Institutional Police Officer  
Job Code: 8204

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