

**City and County of San Francisco**  
Carol Isen  
Human Resources Director



**Department of Human Resources**  
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**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: July 06, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 28 FY 2022/2023  
(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 July 06, 2023.

Carol Isen  
Human Resources Director

by:   
\_\_\_\_\_  
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  
Carol Isen, DHR  
Sandra Eng, CSC  
Erik Rapoport, 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:** 28  
**Fiscal Year:** 2022/2023  
**Posted Date:** 06/29/2023  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	Q002	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.

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Police Officer  
Job Code: Q002**

**DEFINITION**

Under general supervision, as a sworn member of the San Francisco Police Department, the Q-2 Police Officer performs a wide variety of tasks to promote public safety and security, prevent crime and generally enforce the law. In an assigned district, responsibilities may include the following: patrolling in a radio car on foot; responding to calls for service; conducting investigations; detecting crime; interacting with community members; arresting suspects; pursuing suspects; enforcing traffic and parking codes; writing reports and keeping records; interacting with superiors, peers, and other department personnel; preparing and participating in planned events; preparing for and attending court; participating in in-service training; and performing related administrative duties as required.

**DISTINGUISHING FEATURES**

The Q-2 Police Officer position is the entry-level position for the sworn ranks in the Police Department. After successful completion of basic training in the Academy and the Field Training Officer (FTO) programs, the Q-2 Police Officer is assigned to one of the district stations under the control of the Field Operations Bureau (Patrol Division). It is distinguished from Q50 Sergeant in that the latter is the first-line supervisor position.

**SUPERVISION EXERCISED**

None.

**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. Prepares for work; receives instruction from platoon commander regarding assignment (beat) and/or specific patrol targets during daily line-up; inspects patrol car, equipment and weapons to ensure proper operation.
2. Patrols the district on foot or in patrol car; operates Mobile Video Terminal computer in patrol car; operates radio; detects criminal activity; and communicates with the public.
3. Responds to call for service; resolves disputes; admonishes individuals; responds to accidents; and provides emergency first-aid.
4. Conducts investigations; conducts a preliminary investigation at the scene of a crime; searches area for suspects or evidence; interviews suspects, witnesses and victims; obtains case numbers; and obtains background information from dispatch or the computer.
5. Promotes community policing; speaks to merchants regarding potential problems in the area; explains to citizens laws, ordinances, and their rights in resolving disputes; speaks to citizens in sector while on patrol; attends community meetings; and participates in community-based programs.
6. Makes arrests and/or detains suspects.
7. Pursues suspects; chases suspects; sets up perimeters; and communicates with partner to coordinate chase.

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

**Title: Police Officer  
Job Code: Q002**

8. Enforces traffic and parking violations.
9. Writes reports; keeps records; draws accident scene diagrams; completes forms and maintains logs.
10. Interacts with superiors, peers, and other department personnel.
11. Prepares and participates in planned events; stands and directs traffic at accident scenes, demonstrations, or planned events; controls crowds; cooperates with other city and state agencies to secure area at planned event or crime scene.
12. Prepares for and attends court; reviews reports and other related documents; testifies in court; meets with the Assistant District Attorney to discuss cases.
13. Performs related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to: maintain persistence and self-control; solve problems and make decisions; interpret maps and street guides; present key facts, points, or inferences orally in a clear, organized and concise format; use proper English grammar, spelling, punctuation, and sentence structure in writing reports; communicate ideas and required information in an organized, clear, and concise written narrative style; state factual information objectively; accept guidance and direction from others; retain and recall important details from discussions, observation, and written materials; maintain alertness and concentration despite tedium, repetitive activity, or long hours of inactivity or work; establish and maintain courteous, cooperative, business-like relationships with peers and superior officers; interact effectively with people from a wide variety of cultural and socio-economic backgrounds; show compassion and empathy for others; communicate spoken information to others effectively under stressful conditions; ask questions and probe in order to obtain useful, accurate, and truthful information from victims, witnesses, officers and other persons interviewed; distinguish between primary colors; observe activities, individuals, or read information (license plates) from a distance; read street signs, house numbers, license plates from a moving vehicle; observe activities, individuals, or read information at night or in low illumination; use muscle force for a task lasting less than one minute which involves lifting/carrying, pushing, pulling, or holding; use muscle force for single or multiple tasks for extended periods of time which involves lifting/carrying, pushing, pulling, or holding; use burst of muscle force lasting one second or less involving rapid movements of body parts to propel an object or move one's own body; use the stomach and/or back muscles to perform a single task or repeated tasks; continuously perform physically demanding tasks for extended periods of time; bend, stretch, twist, or reach out with the body, arms, or legs; keep or regain one's balance, or stay upright when in an unstable position; and exert all-out physical effort to perform tasks for brief periods of time.

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

**Title: Police Officer  
Job Code: Q002**

**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.*

License and certificate: possession of a valid California Driver License.

Training and Experience: possession of a U.S. high school diploma or pass an equivalency test (G.E.D.), California High School Proficiency Examination, or A.A. degree or higher prior to appointment. (The G.E.D. standard average score must be at least 45 with no single score less than 35.)

SPECIAL REQUIREMENTS: The State of California, Department of Justice, Commission On Peace Officer Standards and Training (P.O.S.T.) mandates the following requirements:

Age Requirement: must be at least 20 years old by the beginning date of the examination. Candidates may not be hired to enter the Police Academy before their 21st birthday. There is no maximum age limit.

Work Authorization: must be legally authorized to work in the United States.

**ORIGINATION DATE:** January 3, 2000

**AMENDED DATE:** July 6, 2023

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

**BUSINESS UNIT(S):** COMMN