



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**DANIEL LURIE  
MAYOR**

**Sent via Electronic Mail**

September 30, 2025

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT:     REQUEST FOR CHANGES TO CIVIL SERVICE COMMISSION RULE 114 AND STATUS GRANT FROM CLASS 8302 DEPUTY SHERIFF I TO CLASS 8504 DEPUTY SHERIFF FOR AFFECTED EMPLOYEES.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco Webex to be held on **October 6, 2025, at 2:00 p.m.**

This item will appear on the Regular Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

LAVENA HOLMES  
Deputy Director

Attachment

Cc: Katherine Johnson, Sheriff's Department  
Steve Ponder, Department of Human Resources  
Ardis Graham, Department of Human Resources  
Carol Isen, Department of Human Resources  
Erik Rapoport, Employees' Retirement System  
Kate Kimberlin, City Attorney Office  
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Esmerelda Rodriquez, Deputy Sheriffs 'Association  
All Unions  
Commission File  
Commissioners' Binder  
Chron

## **NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

### **A. Commission Office**

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### **C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
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3. Corroborating witnesses, if necessary; and
4. Closing remarks.

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#### **J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

#### **K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

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#### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

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**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**DANIEL LURIE  
MAYOR**

**Sent via Electronic Mail**

September 22, 2025

**NOTICE OF CIVIL SERVICE COMMISSION ACTION**

**SUBJECT:      REQUEST FOR CHANGES TO CIVIL SERVICE COMMISSION RULE 114 AND STATUS GRANT  
FROM CLASS 8302 DEPUTY SHERIFF I TO CLASS 8504 DEPUTY SHERIFF FOR AFFECTED  
EMPLOYEES.**

At its meeting on **September 15, 2025**, the Civil Service Commission had for its consideration the above matter.

The Civil Service Commission adopted the report to implement rule change and grant status to classification 8504 Deputy Sheriff to the affected employees.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

CIVIL SERVICE COMMISSION

LAVENA HOLMES  
Deputy Director

Cc: Katherine Johnson, Sheriff's Department  
Steve Ponder, Department of Human Resources  
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CITY AND COUNTY OF SAN FRANCISCO**

**DANIEL LURIE  
MAYOR**

**Sent via Electronic Mail**

September 4, 2025

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

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**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**DANIEL LURIE  
MAYOR**

**MEMORANDUM  
CSC NO. 2025 – 06**

Date: September 24, 2025

To: Department Heads  
Department Personnel Officers  
Deputy Sheriff's Association

From: Sandra Eng  
Executive Officer

Subject: **Notice of Posting:  
Proposed Amendments to Rule 114 Appointments Article V: Employment in  
Class 8304/8504 Deputy Sheriff and Class 8302 Deputy Sheriff I.**

At the Regular Meeting of September 15, 2025, the Human Resources Director presented proposed amendments to Rule 114 Appointments Article V: Employment in Class 8304/8504 Deputy Sheriff and Class 8302 Deputy Sheriff I with the following background, *"During the bargaining in 2019, the City and the Deputy Sheriff's Association recognized that during the probationary period, post academy graduation, these individuals are conducting Peace Officer duties with the requisite POST Basic Certificate and are at this stage deemed to be part of public safety, thus they should receive the safety pension. As such, beginning in 2019, the City began appointing 8302 Deputy Sheriff I to the 8504 Deputy Sheriff classification while serving their probationary period if their academy training was complete or they already held a POST Basic Certificate."*

The proposed rule amendments would allow the 8302 Deputy Sheriff I appointments between 2012 and 2019 to be reclassified to Class 8504 Deputy Sheriff upon successful graduation from the academy while serving their probationary period to align with the changes made in 2019. The Deputy Sheriff's Association agreed with the proposed rule amendment.

The Civil Service Commission adopted the report and directed the Executive Officer to post the proposed rule amendments.

If you have additional questions, please contact me at [Sandra.Eng@sfgov.org](mailto:Sandra.Eng@sfgov.org).

Attachment

cc: Kate Favetti, President, Civil Service Commission  
Jacqueline Minor, Vice President, Civil Service Commission  
Vitus Leung, Commissioner, Civil Service Commission  
Adam Wood, Commissioner, Civil Service Commission



## Rule 114

### Appointments

#### Article V: Employment in Class 8304/8504 Deputy Sheriff and Class 8302 Deputy Sheriff I

Applicability: Article VII, Rule 114, shall apply only to employees in Class 8304/8504 Deputy Sheriff and Class 8302 Deputy Sheriff I.

##### **Sec. 114.18 Preemption of Certain Civil Service Commission Rules**

Notwithstanding any other provisions of these Rules, employment in Class 8302 Deputy Sheriff I and Class 8304/8504 Deputy Sheriff shall be administered as provided in this Rule.

##### **Sec. 114.19 Probationary Period for Deputy Sheriff I (Job Code 8302) ) and Deputy Sheriff (Job Code 8504)**

**114.19.1** Appointees in Deputy Sheriff I (Job Code 8302) and Deputy Sheriff (Job Code 8504) shall serve a probationary period, consistent with any valid Memorandum of Understanding and as provided elsewhere in these Rules.

**114.19.2** Consistent with any valid Memorandum of Understanding covering this class, appointees in Class 8302 Deputy Sheriff I ) and Deputy Sheriff (Job Code 8504) may be released by the Sheriff at any time during the probationary period. The decision of the Sheriff shall be final.

**114.19.3** The probationary period for an appointee in Class 8302 Deputy Sheriff I ) or Class 8504 Deputy Sheriff shall be extended only for unpaid authorized or unauthorized absences from work, absences due to disciplinary reasons, sick leave or disability leaves.

##### **Sec. 114.20 Advancement from Class 8302 Deputy Sheriff I to Class 8304/8504 Deputy Sheriff**

**114.20.1** Subject to the successful completion of the probationary period and such other terms and conditions as required by the Sheriff and approved by the Human Resources Director, the Sheriff shall have the authority to advance appointees in Class 8302 Deputy Sheriff I to a permanent entrance appointment in Class 8304/8504 Deputy Sheriff.

**114.20.2** ~~Advancement as provided in this Rule shall not require a new probationary~~

~~period.~~ Employees that were hired between January 8, 2012 and June 30, 2019 in Class 8302 Deputy Sheriff I and that advanced to Class 8504 Deputy Sheriff upon the successful completion of the probationary period shall be granted status in Class 8504 Deputy Sheriff effective retroactively to the date of the employee's successful completion of the Sheriff's Department Training Academy, or date of hire if the employee had already successfully completed POST academy at the time of hire. Reclassification under this rule shall not impact an employee's civil service seniority, which shall continue to be carried forward and calculated from the original date of certification in the employee's former class. The Human Resources Director shall take all steps necessary to effectuate the reclassification required by this rule and consistent with any valid Memorandum of Understanding.

**Sec. 114.20 — Advancement from Class 8302 Deputy Sheriff I to Class 8304/8504 Deputy Sheriff (cont.)**

- 114.20.3** — ~~With the approval of the Human Resources Director, an appointee in class 8302 Deputy Sheriff I who has, in the sole discretion of the Sheriff, successfully performed each and every requirement necessary for successful completion of the probationary period, but through no fault of the appointee, completes the probationary period prior to successful completion of all state certification requirements prescribed by the Commission on Peace Officer Standards and Training (POST), may be advanced to 8304/8504 Deputy Sheriff subject to a probationary period which shall extend from the date of appointment to the 8304/8504 Deputy Sheriff class to the date upon which POST certifies that the appointee has successfully completed all state mandated requirements.~~
- 114.20.4** — ~~For purposes of the Human Resources Director's approval of advancement under this section, a finding of "no fault of the appointee" shall include but not be limited to administrative delay by the Sheriff's department, lack of available training funds, or such other circumstances beyond the control of the appointee, but not related in any way to the appointee's performance.~~
- 114.20.5** — ~~Except as set forth above, appointees in class 8302 Deputy Sheriff I who fail to successfully complete each and every POST certification requirement and such other terms and conditions as required by the Sheriff and approved by the Human Resources Director during the probationary period, shall be deemed to have failed to have and maintain all necessary qualifications for the position and shall be subject to immediate removal.~~

**Sec. 114.21 Seniority of Appointees in Class 8304/8504 Deputy Sheriff Upon Advancement**

Seniority in Class 8304/8504 Deputy Sheriff shall be determined by the date of appointment following certification from an 8304/8504 eligible

list to a permanent position in the respective class. Ties shall be broken based on rank on the eligible list for Class 8302 Deputy Sheriff I and as otherwise specified in these rules.

**Sec. 114.22 Layoff in Class 8302 Deputy Sheriff I and Class 8304/8305 Deputy Sheriff**

Layoffs in Class 8302 Deputy Sheriff I and Class 8304/8504 Deputy Sheriff shall be as provided elsewhere in these Rules, except that, all appointees in Class 8302 Deputy Sheriff I shall be laid off before the layoff of any appointees in Class 8304/8504 Deputy Sheriff shall occur.

**Sec. 114.23 No Reversion Rights**

Except through new examination or except as provided elsewhere in this Article, appointees separated or advanced from Class 8302 Deputy Sheriff I shall not be eligible to reinstate to or reoccupy positions in Class 8302 Deputy Sheriff I, for any reason.

**Sec. 114.24 Reappointment of Separated Employee**

- 114.24.1** Subject to the approval of the Sheriff, a former employee under permanent civil service appointment in Class 8302 Deputy Sheriff I or Class 8504 Deputy Sheriff who separated during the probationary period because of failure to successfully complete the required peace officer training and who subsequently completes this training at their own expense may, upon written request and within 18 months from the separation date, be reappointed to a vacant position in Class 8302 Deputy Sheriff I the job class from which the employee separated.
- 114.24.2** When reappointed, the employee shall enter the service as a new appointee with no rights based on prior service except that which may specifically be provided in these Rules or by ordinance.
- 114.24.3** When reappointed, the employee shall complete a new probationary period unless the Sheriff allows full or partial credit for prior service.
- 114.24.4** The decision of the Sheriff in all matters delegated under this section shall be final and shall not be subject to appeal to the Civil Service Commission or review through any other dispute resolution procedure.
- 114.24.5** The Human Resources Director shall provide procedures for implementing this section.