



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

**DANIEL LURIE  
MAYOR**

**Sent via Electronic Mail**

October 23, 2025

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

Donald Anderson  
[REDACTED]

**SUBJECT: APPEAL BY DONALD ANDERSON OF THE REJECTION OF THEIR APPLICATION FOR THE Q080  
CAPTAIN, POLICE DEPARTMENT EXAMINATION.**

Dear Donald Anderson:

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 **November 3, 2025, at 2:00 p.m.** You will receive a separate email invite from a Civil Service Commission staff member to join and participate in the meeting.

The agenda will be posted for your review on the Civil Service Commission's website at [www.sf.gov/CivilService](http://www.sf.gov/CivilService) under "Meetings" no later than end of day on Wednesday, October 29, 2025. Please refer to the attached Notice for procedural and other information about Commission hearings. A copy of the department's staff report on your appeal is attached to this email.

In the event that you wish to submit any additional documents in support of your appeal, please submit **one hardcopy 3-hole punch, double-sided and numbered at the bottom of each page to the CSC Office at 25 Van Ness Ave., Suite 720 and email a PDF version to the Civil Service Commission's email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org) by 5:00 p.m. on Tuesday, October 28, 2025**, please be sure to redact your submission for any confidential or sensitive information that is not relevant to your appeal (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

Attendance by you or an authorized representative is recommended. **You will have up to 5 minutes for your presentation unless your time is extended by the Commission.** Should you or a representative not attend, the Commission will rule on the information previously submitted and any testimony provided at its meeting. Where applicable, the Commission has the authority to uphold, increase, reduce, or modify any restrictions recommended by the department. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

You may contact me at (628) 652-1100 or at [Lavena.Holmes@sfgov.org](mailto:Lavena.Holmes@sfgov.org) if you have any questions.

CIVIL SERVICE COMMISSION

LAVENA HOLMES  
Deputy Director

**Attachment**

Cc: Carol Isen, Department of Human Resources  
Kate Howard, Department of Human Resources  
Anna Biasbas, Department of Human Resources  
Lisa Pigula, Department of Human Resources  
Benjamin Houston, Police Department  
Orla Petirs, Police Department  
Jen Lo, Department of Human Resources  
Commission File  
Commissioners' Binder  
Chron

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

### **A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

### **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.

### **D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

### **E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

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.

### **F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

### **G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

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);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

#### **H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

#### **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

#### **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**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

#### **Information on Disability Access**

**\* Temporary Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available. After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability.**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

#### **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).

#### **San Francisco Lobbyist Ordinance**


Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of  
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: **0221-25-4**
2. For Civil Service Commission Meeting of: **November 3 , 2025**
3. Check One:  
Ratification Agenda ☐  
Consent Agenda ☐  
Regular Agenda ☒  
Human Resources Director's Report ☐
4. Subject: **Register No. 0221-25-4: Donald Anderson appealing the disqualification for the Q080 – Captain, Police Department examination.**
5. Recommendation: **Adopt the report of the Department of Human Resources and deny the appeal by Anderson**
6. Report prepared by: **Jen Lo** Telephone number: **628-652-0724**
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format-A).**
8. Reviewed and approved for Civil Service Commission Agenda:  
  
Human Resources Director:   
Date: 10/16/2025
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:  
  
**Executive Officer  
Civil Service Commission  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102**
10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

**CSC RECEIPT STAMP**

## NOTIFICATIONS

Donald Anderson



Carol Isen  
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DATE: October 16, 2025

TO: The Honorable Civil Service Commission

THROUGH: Carol Isen, Human Resources Director  
Anna Biasbas, Director, Employment Services

FROM: Jen Lo, Public Safety Team Manager  
Lisa Pigula, Assistant Director, Employment Services

RE: **Register No. 0221-25-4: Donald Anderson appealing the disqualification for the Q080 – Captain, Police Department examination.**

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**Background**

The Department of Human Resources (DHR) Public Safety Team (PST) issued the job ad for Q080 Captain [Attachment A] on August 25, 2025. The application filing period was from August 25, 2025, to September 8, 2025. The minimum qualifications (MQs) listed in the job ad included the following requirements:

1. Current sworn members of the SFPD who have completed probation and have a minimum of two (2) years of experience with the SFPD at the rank of Q060 Lieutenant with permanent status as of September 8, 2025. Length of service is calculated from completion of probation.  
**AND**
2. Possession of a POST Management Certificate issued by California Commission on Peace Officer Standards and Training;  
**AND**
3. Possession of a valid Class C California Driver License.

Applicants must meet minimum qualifications (1) and (3) above by September 8, 2025 to be considered a “qualified candidate”.

Evidence of possession of the POST Management Certificate must be submitted no later than 4:00 p.m. on December 31, 2025 to [dhr-publicsafety@sfgov.org](mailto:dhr-publicsafety@sfgov.org). Candidates who have not provided a certificate as of eligible list posting will be placed under waiver until such time as they provide a certificate. Candidates who do not provide a certificate by December 31, 2025, will be disqualified from the selection process.

DHR received 41 applications during the filing period. Jen Lo, Public Safety Team Manager, reviewed the applications to determine whether each applicant met the experience requirement. For this purpose, the length of post-probationary experience was calculated using the date each applicant completed probation as the starting point and the job announcement's closing date September 8, 2025 as the ending point. The Police Department confirmed that appellant Donald Anderson completed probation on November 25, 2023. Therefore, his post-probationary experience was calculated from November 25, 2023, through September 8, 2025. Based on this method of calculation, 37 applicants were found to meet the minimum qualifications (MQs), while four were determined to be not qualified (NQ), including Appellant Anderson.

Appellant Anderson was sent a not qualified (NQ) notice on September 9, 2025 [Attachment B]. The notice provided a time period during which Appellant Anderson could submit documentation to demonstrate how they meet the experience requirement. The notice also indicated that responses to the NQ determination were due by 1600 hours, September 16, 2025. Appellant Anderson responded via email [Attachment C] explaining why they believe they meet the minimum qualifications. The additional information provided was reviewed, and it was determined that Appellant Anderson still did not meet the minimum qualifications.

On September 11, 2025, Donald Anderson submitted an appeal [Attachment D] to the Civil Service Commission (CSC). In their appeal to the CSC, Appellant Anderson raised the following issues:

- Probationary time should count towards the two-year experience requirement, by not counting it, the requirement is effectively three years of experience rather than two.
- In prior testing processes, verified lieutenant-level assignments (acting assignments) have been accepted toward meeting the minimum qualifications. In addition to Q060 experience service, they have substantial documented lieutenant-level experience prior to their formal promotion to Q060 and this experience should be counted towards meeting the experience requirement.
- Overtime hours worked post-probation as a Q060 should count towards the 2 year experience requirement.
- The POST Management Certificate, a required qualification, is permitted to be submitted up until December 31, 2025. It is reasonable and equitable to apply the same principle to experience qualifications, especially for candidates currently serving in the role with verifiable records.
- Lieutenants who were promoted from the previous eligible list but who were lower rank on their respective eligible list than Appellant Anderson were able to take the exam.
- By denying them and the other appellants the opportunity to take the Q080 Captain's exam, it is narrowing the candidate pool.

### **Issue**

Should Donald Anderson be allowed to participate in the Q080 Captain exam process without meeting the MQs?

## **Authority/Standards**

### **Sec. 210.2 Notice of Examinations**

Official notice of examinations will be posted on the City's official employment opportunity website. Notice of entrance and promotional examinations will be posted for a minimum period not to be less than three (3) business days as determined by the Human Resources Director. In establishing the minimum period, the Human Resources Director shall consider, among other factors, ensuring reasonable access to the job ad, stability and reliability of the messaging platform in sending and receiving notifications, extent of access by the labor market to the means for receiving timely notification, and equal employment opportunity and racial equity goals. Requests for notice of filing dates for entrance examinations may be filed online through the Department of Human Resources website. Notifications shall be emailed at the inquirer's risk. Failure to receive a requested notification shall not result in any special consideration or remedy related to the examination process. DHR will, on a regular basis, report to the CSC on the progress of advance notification of upcoming employment opportunities for postings of five (5) days or less on the employment opportunity website.

### **Sec. 210.13 Promotional Applicants**

Applicants for promotional examinations shall meet the requirements of the examination announcement under which they apply and be eligible to participate in an examination on a promotive basis as defined by the examination announcement.

### **Sec. 211.5 Announcement**

The examination announcement shall provide the qualifications, dates, duration of eligible lists, type of examination, selection procedure(s) and other particulars regarding the examinations thereon announced. Applicants must be guided solely by the announcement of the examination(s) for which they apply. Not less than thirty (30) days prior to the issuance of this announcement, it shall be provided to the bargaining agent for review and comment. Should the document not be returned within the thirty (30) days, the department will proceed with the job announcement.

### **Sec. 211.6 Protests and Appeals of Examination Announcements**

211.6.1 Protests concerning provisions of an announcement must be received by the Department of Human Resources/Examination Division of the Police Department within five (5) calendar days from the issuance date. A day the Exam Unit is closed shall not be counted as the fifth (5th) calendar day.

### **Sec. 217.2 Definition of Probationary Period**

217.2.1 The probationary period is defined as the final and most important phase of the selection process and is to be used for evaluating the performance of an employee in the position to which appointed;



## **SAN FRANCISCO POLICE OFFICERS' ASSOCIATION UNITS P-1 AND P-2A MOU**

### **B. Probationary Period and Step Advancement,**

#### **1. Probationary Period**

*182. The probationary period for all other ranks shall be 12 months.*

### **Findings**

The Q080 Captain job ad was posted in accordance with CSC rules 210.2 and 211.5. CSC Rule 210.13, which states that “applicants for promotional examinations shall meet the requirements of the examination announcement under which they apply and be eligible to participate in an examination on a promotive basis as defined by the examination announcement.” As previously indicated, the exam was open to “Current sworn members of the SFPD who have completed probation and have a minimum of two (2) years of experience with the SFPD at the rank of Q060 Lieutenant with permanent status as of September 8, 2025. Length of service is calculated from completion of probation.”

The calculation used for determining whether applicants met the two (2) year experience requirement included the probation completion date as the beginning date and September 8, 2025, as the end date in accordance with the requirement specified in the job ad.

Appellant Anderson stated that their probation end date was November 25, 2023 and as of September 8, 2025, they had one year and nine months of experience post-probation.

### **Analysis**

The Q080 Captain job ad specified the MQs. PST staff used consistent criteria in reviewing all applications against the provisions of the exam announcement.

Police Department records confirm Appellant Anderson’s probation end date as November 25, 2023. Appellant Anderson did not have two (2) years of experience beyond probation as a Q060 Lieutenant as of the final application filing date specified in the Q080 Captain job ad. As of September 8, 2025, Appellant Anderson had one year and nine months of experience beyond probation. Appellant Anderson contends that overtime hours should be counted toward the two-year post-probationary experience requirement. Official payroll records were obtained from the San Francisco Police Department. These records included both regular and overtime hours. Based on this data, even when overtime hours are included, the appellant still did not meet the minimum requirement of two full years of post-probationary experience.

In their appeal, Appellant Anderson stated that they had substantial acting assignment hours which were accepted in prior Q080 exams to meet the minimum qualifications. It is correct that in some past selection processes, acting assignment experience was considered toward meeting the experience requirement. However, that was due to ambiguity in earlier minimum qualification language, which did not clearly specify that the required experience must be gained *after* successful completion of probation. As a result, applicants’ acting assignments

prior to completing probation were counted at that time in accordance with the terms of those past announcements. The latest job announcement for the Q080 Captain exam clearly states that “length of service is calculated from completion of probation,” thereby eliminating any ambiguity. Therefore, under the minimum qualifications in the latest job ad, only post-probation, permanent Q060 experience is qualifying. In accordance with CSC Rules 210.13 and 211.5, applicants must be guided solely by the qualifications in the latest job announcement and not by past practices or language from prior processes.

Appellant Anderson argued that the experience requirement should share the December 31, 2025, deadline allowed for submitting the POST Management Certificate. The POST Management Certificate is issued by an external agency, the Commission on Peace Officer Standards and Training (POST), which operates independently of the City and its examination timelines. While an applicant may meet the eligibility criteria for the certificate before the application deadline, POST’s processing time may delay the issuance of the official document. To avoid penalizing qualified applicants for administrative delays outside their control, the City allows additional time until 4:00 p.m. on December 31, 2025 for submission of the POST Certificate.

Appellant Anderson asserted that lieutenants who were promoted from the previous eligible list, despite ranking lower than Anderson on that list, were able to participate in the current exam. Rank on a prior eligible list has no bearing on meeting the minimum qualifications. Eligibility for each promotional examination is governed solely by the minimum qualifications outlined in its specific job announcement. As previously noted, the latest job ad required two years of post-probation experience as a Q060 Lieutenant by the final filing date. Applicants who met that requirement were eligible to participate, regardless of their placement on a prior eligible list. Conversely, those who did not meet the stated requirements regardless of prior rank or list placement were not eligible.

Appellant Anderson argued that disqualifying them and other similarly situated candidates unfairly narrowed the candidate pool. However, the purpose of minimum qualifications is precisely to define a baseline level of experience necessary to ensure readiness for the role being tested. Enforcing these qualifications consistently across all applicants is essential to maintaining a fair, merit-based process. Moreover, the Department has determined that there are enough qualified candidates to proceed with a competitive examination process.

## **Conclusion**

Donald Anderson did not meet the minimum qualifications as outlined in the job ad. Enforcing the terms of the job ad must be consistent for all Police Department members. It would not be appropriate for DHR to make an exception that would conflict with the terms specified in the job ad.

**Recommendation**

Adopt the report of the Department of Human Resources and deny the appeal by Donald Anderson.

**Attachments**

Attachment A: Job Ad for Q080 Captain, Police Department

Attachment B: Not qualified (NQ) email 9/9/2025

Attachment C: Email from Anderson 9/9/2025

Attachment D: Appeal from Anderson to CSC



# City and County of San Francisco

## Captain – Police Department (Q080)

- 1245 3<sup>rd</sup> St., San Francisco, CA 94158, USA
- Full-time
- Exam Type: Class Based Test
- Eligible List Type: Promotive
- Fill Type: Permanent Civil Service
- Work Hours: Regular
- Job Code and Title: Q080 Captain, Police Department

### Company Description

Application Opening: August 25, 2025

Application Deadline: September 8, 2025

Compensation Range: \$254,592 Yearly

Recruitment ID: C00361

### Job Description

The Captain in the San Francisco Police Department (SFPD) is a management level position that may be assigned to the Operations, Administration, Special Operations, Investigations, Airport or Chief of Staff Bureaus. Captains report directly to a Commander or Deputy Chief.

Essential functions of the position include directing, supervising and monitoring personnel; training, developing and evaluating unit personnel; reviewing and processing documents/communications; analyzing procedures/information and developing plans; interacting with individuals other than unit personnel; and community policing. Captains routinely perform other law enforcement duties.

# Qualifications

## Experience:

1. Current sworn members of the SFPD who have completed probation and have a minimum of two (2) years of experience with the SFPD at the rank of Q060 Lieutenant with permanent status as of September 8, 2025. Length of service is calculated from completion of probation.

**AND**

2. Possession of a POST Management Certificate issued by California Commission on Peace Officer Standards and Training;

**AND**

3. Possession of a valid Class C California Driver License.

Applicants must meet minimum qualifications (1) and (3) above by September 8, 2025 to be considered a “qualified candidate”.

Evidence of possession of the POST Management Certificate must be submitted no later than 4:00 p.m. on December 31, 2025 to [dhr-publicsafety@sfgov.org](mailto:dhr-publicsafety@sfgov.org). Candidates who have not provided a certificate as of eligible list posting will be placed under waiver until such time as they provide a certificate. Candidates who do not provide a certificate by December 31, 2025, will be disqualified from the selection process.

**Note:** Falsifying one’s education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

## Selection Procedures:

The test will consist of an Assessment Center with various exercises. At this time, all components are tentatively planned for administration in November 2025. Qualified applicants will be notified by email of the exact date, time and location of the test components at least 10 days in advance of the test. A final passing score will be established. Only those who attain a final score above the pass point will be listed on the eligible list.

**Q080 Captain Examination Preparation Guide:** A description of the examination process will be included in Preparation Guides. Preparation Guides will also list the job-related duty areas and the knowledge, skills, and abilities to be evaluated in each test component. Preparation Guides for each component will be made available approximately 30 days prior to the administration of the component. Qualified applicants will be notified via email when Preparation Guides become available.

## Certification:

The certification rule for the eligible list resulting from this test will be **Rule of Ten (10) Scores**.

## Eligible List:

The duration of the eligible list produced from this exam will be twenty-four (24) months and may be extended up to twelve (12) months upon approval of the Human Resources Director. In accordance with CSC Rule 212.14, any eligible who fail to maintain the qualifications required by laws and by the terms of the examination announcement (including receiving a subsequent sustained allegation that involves racism) will be removed from the eligible list.

### **Secondary Criteria:**

When making appointments, the Appointing Officer will consider the following secondary criteria:

- Assignments
- Training
- Education
- Community involvement
- Special qualifications
- Commendations/awards
- Bilingual certification and
- Discipline history

Secondary criteria items will be reviewed in totality and will not be weighted. Candidates will be asked to complete a Secondary Criteria form at a later date.

## **Additional Information**

### **Terms of Announcement and Appeal Rights:**

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/>.] The terms of this announcement may be appealed under Civil Service 211.6. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 7th business day following the issuance date of this announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and exam policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

- [Information About the Hiring Process](#)
- [Conviction History](#)
- [Employee Benefits Overview](#)
- [Equal Employment Opportunity](#)
- [Disaster Service Worker](#)
- [ADA Accommodation](#)
- [Right to Work](#)
- [Copies of Application Documents](#)
- [Diversity Statement](#)

### **HOW TO APPLY**

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit <https://careers.smartrecruiters.com/CityAndCountyOfSanFrancisco1/> and begin the application process.

- Select the “I’m Interested” button and follow instructions on the screen



Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses @sfgov.org and @smartrecruiters.com.

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. **Failure to receive this email means that the online application was not submitted or received.**

**Exam Analyst Information:** If you have any questions regarding this recruitment or application process, please contact Jen Lo at Jen.Lo@sfgov.org.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, or other protected category under the law.



✉ Jen Lo  
Application Status for Q080 Captain

Sep 9, 11:18 AM

Dear Donald Anderson:

Thank you for your application for Q080 Captain. Based on the information in our HR People and Pay system, we have determined that you do not meet the minimum requirement as specified below.

**Experience:**

1. Current sworn members of the SFPD who have completed probation and have a minimum of two (2) years of experience with the SFPD at the rank of Q060 Lieutenant with permanent status as of September 8, 2025. Length of service is calculated from completion of probation.  
**AND**
2. Possession of a POST Management Certificate issued by California Commission on Peace Officer Standards and Training;  
**AND**
3. Possession of a valid Class C California Driver License.

If you believe that you meet this requirement you must submit, in writing, that describes how you meet the requirement including your completed probation date as a Q060 Lieutenant. This documentation must be received at the following address: [Jen.Lo@sfgov.org](mailto:Jen.Lo@sfgov.org) no later than 1600 hours, Tuesday, September 16, 2025.

Sincerely,  
Jen Lo, Public Safety Team Manager  
Department of Human Resources

✓ Delivered

**Lo, Jen (HRD)**

---

**From:** Anderson, Donald (POL)  
**Sent:** Tuesday, September 9, 2025 2:49 PM  
**To:** Lo, Jen (HRD)  
**Subject:** Fw: Application Status for Q080 Captain  
**Attachments:** Updated D. Anderson LWLP Report.pdf  
  
**Categories:** Q080 Captain

Good Afternoon,

I am writing in response to the notification I received regarding my application for the Q080 Captain examination. I respectfully submit that I meet the minimum qualifications for this process, and I would like to provide documentation and clarification to support my eligibility.

### **Minimum Qualifications**

The stated requirements for eligibility are:

- Current sworn members of the SFPD who have completed probation and have a minimum of two (2) years of experience with the SFPD at the rank of Q060 Lieutenant with permanent status as of September 8, 2025. Length of service is calculated from completion of probation.
- Possession of a POST Management Certificate issued by the California Commission on Peace Officer Standards and Training.
- Possession of a valid Class C California Driver License.

I am in possession of both a POST Management Certificate and a valid Class C California Driver License. The only question, therefore, concerns the requirement of two years of experience as a Q060 Lieutenant.

### **Experience as Q060 Lieutenant**

- I was promoted to the rank of Q060 Lieutenant on November 26, 2022.
- My probationary period concluded on November 25, 2023.
- As of September 8, 2025, I will have served as a Lieutenant for 2 years and 9 months, including probation, or 1 year and 9 months post-probation.

I respectfully submit that probationary time should count toward experience. Probation is not an absence of duty. It is time served in the role with full responsibilities, documented performance, and supervisory accountability. To exclude probationary time creates an artificial extension of the requirement, effectively making it three years rather than two. If the intent were three years, the announcement should have stated that explicitly.

### **Additional Lieutenant Experience**

In addition to my post-promotion service, I have substantial, documented lieutenant-level experience prior to my formal promotion:

- 441 verified hours serving in the rank of Lieutenant prior to promotion, which is attached.
- Served as Officer in Charge of the Hostage/Crisis Negotiation Team from December 2020 through August 2021, an eight-month assignment with responsibilities equivalent to a Q060 Lieutenant.

### **Hours of Service**

When applying, the experience was also represented in hours (4,160 – 6,239). Excluding my Hostage/Crisis Negotiation Team OIC assignment, I have already exceeded the 4,160-hour threshold. A detailed breakdown is attached below, showing 6,652.5 hours total, and 4,572.5 hours even if probationary hours (2080) are excluded. These hours include regular duty and verified overtime, which should reasonably be considered as valid experience.

	Hours
2022	80
2023	2342
2024	2288.5
2025	1501
Total	6211.5
LW (2013-2022)	441
Total with LW	6652.5
2080 Hours Deducted for Probationary Period	4572.5

### **Equity and Precedent**

- In prior testing processes, verified lieutenant-level assignments (acting assignments) have been accepted toward meeting the minimum qualifications.
- The POST Management Certificate, a required qualification, is permitted to be submitted up until December 31, 2025. It is reasonable and equitable to apply the same principle to experience qualifications, especially for candidates currently serving in the role with verifiable records.

### **Conclusion**

Based on my documented lieutenant service, both during and prior to probation, as well as verified hours exceeding the minimum threshold, I respectfully assert that I meet the minimum qualifications to sit for the Q080 Captain examination. I ask that my experience be given full and fair consideration consistent with past practice and equitable application of the stated requirements.

Thank you for your time and attention. Please let me know if additional documentation or clarification is required.

Respectfully,  
Donald Anderson

**Thank you,**

**Lieutenant Donald Anderson #691**

Officer in Charge, Crisis Intervention Team & Hostage Crisis Negotiation Team

**San Francisco Police Department**

Desk: (415) 837-7392 | Cell: (415) 589-1554  
donald.d.anderson@sfgov.org

*"When you can't control what's happening, challenge yourself to control the way you respond to what's happening. That's where your power is."*

# CRISIS INTERV



**SAN FRANCISCO POL**  
**ORO EN PAZ Y FIE**





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**From:** Jen Lo from City and County of San Francisco <notifications@smartrecruiters.com>

**Sent:** Tuesday, September 9, 2025 11:18 AM

**To:** Anderson, Donald (POL) <Donald.D.Anderson@sfgov.org>

**Subject:** Application Status for Q080 Captain

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Donald Anderson:

Thank you for your application for Q080 Captain. Based on the information in our HR People and Pay system, we have determined that you do not meet the minimum requirement as specified below.

**Experience:**

1. Current sworn members of the SFPD who have completed probation and have a minimum of two (2) years of experience with the SFPD at the rank of Q060 Lieutenant with permanent status as of September 8, 2025. Length of service is calculated from completion of probation.  
**AND**
2. Possession of a POST Management Certificate issued by California Commission on Peace Officer Standards and Training;  
**AND**
3. Possession of a valid Class C California Driver License.

If you believe that you meet this requirement you must submit, in writing, that describes how you meet the requirement including your completed probation date as a Q060 Lieutenant. This documentation must be received at the following address: Jen.Lo@sfgov.org no later than 1600 hours, Tuesday, September 16, 2025.

Sincerely,  
Jen Lo, Public Safety Team Manager  
Department of Human Resources



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

DANIEL LURIE  
MAYOR

*Sent via Email*

**NOTICE OF RECEIPT OF APPEAL**

DATE: September 15, 2025

REGISTER NO.: 0221-25-4

APPELLANT: DONALD ANDERSON

Carol Isen  
Human Resources Director  
Department of Human Resources  
1 South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103

Dear Carol Isen:

The Civil Service Commission has received the attached letter from Donald Anderson appealing the disqualification of their Q080 – Captain examination with the Police Department. Your review and action are required.

If this matter is not timely or appropriate, please submit CSC Form 13 “Action Request on Pending Appeal/Request,” with supporting information and documentation to my attention by email to [civilservice@sfgov.org](mailto:civilservice@sfgov.org). CSC Form 13 is available on the Civil Service Commission’s website at [www.sf.gov/CivilService](http://www.sf.gov/CivilService) on the “File an action request for a Civil Service Commission hearing” page.

In the event Donald Anderson’s appeal is timely and appropriate, the department is required to submit a staff report in response to the appeal within sixty (60) days so that the matter may be resolved in a timely manner. Accordingly, **the staff report is due no later than 11 a.m. on November 20, 2025**, so that it may be heard by the Civil Service Commission at its meeting on December 1, 2025. If you are unable to transmit the staff report by the November 20<sup>th</sup> deadline, or if required departmental representatives will not be available to attend the December 1<sup>st</sup> meeting, please notify me by use of CSC Form 13 as soon as possible, with information regarding the reason for the postponement and a proposed alternate submission and/or hearing date.

You may contact me at [Lavena.Holmes@sfgov.org](mailto:Lavena.Holmes@sfgov.org) or (628) 652-1100 if you have any questions. For more information regarding staff report requirements, meeting procedures or future meeting dates, please visit the Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService).

Sincerely,

CIVIL SERVICE COMMISSION



LAVENA HOLMES  
Deputy Director

Attachment

Cc: Anna Biasbas, Department of Human Resources  
Jeanne Buick, Department of Human Resources  
Jen Lo, Department of Human Resources  
Benjamin Houston, Police Department



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

**DANIEL LURIE  
MAYOR**

*Sent via Email*

September 15, 2025

Donald Anderson



**Subject: Register No. 0221-25-4: Appealing the Disqualification for the Q080 – Captain Examination with the Police Department.**

Dear Donald Anderson:

This is in response to your appeal submitted to the Civil Service Commission on September 12, 2025, appealing your disqualification for the Q080 – Captain examination with the Police Department. Your appeal has been forwarded to the Department of Human Resources for investigation and response to the Civil Service Commission.

If your appeal is timely and appropriate, the department will submit its staff report on this matter to the Civil Service Commission in the near future to request that it be scheduled for a hearing. The Civil Service Commission generally meets on the 1st and 3rd Mondays of each month. You will receive notice of the meeting and the department's staff report on your appeal two Fridays before the hearing date via email, as you have requested on your appeal form.

In the meantime, you may wish to compile any additional information you would like to submit to the Commission in support of your position. The deadline for receipt in the Commission office of any additional information you may wish to submit is 5:00 p.m. on the Tuesday preceding the meeting date by email to [civilservice@sfgov.org](mailto:civilservice@sfgov.org). Please be sure to redact your submission for any confidential or sensitive information (e.g., home addresses, home or cellular phone numbers, social security numbers, dates of birth, etc.), as it will be considered a public document.

You may contact me by email [Lavena.Holmes@sfgov.org](mailto:Lavena.Holmes@sfgov.org) or by phone at (628) 652-1100 if you have any questions. You may also access the Civil Service Commission's meeting calendar, and information regarding staff reports and meeting procedures, on the Commission's website at [www.sf.gov/CivilService](http://www.sf.gov/CivilService).

Sincerely,

CIVIL SERVICE COMMISSION

LAVENA HOLMES  
Deputy Director





**CIVIL SERVICE COMMISSION**  
**City and County of San Francisco**  
25 Van Ness Avenue, Suite 720  
San Francisco, California 94102-6033  
Executive Officer  
(628) 652-1100

CSC Register No.

022125-4

To: X' Lisen  
CC: A. Blasbas  
J. Lo  
J. Buick

**APPEAL TO THE CIVIL SERVICE COMMISSION**

**INSTRUCTIONS:**

Submit an original copy of this form to the Executive Officer of the Civil Service Commission at the address above **within the designated number of days** following the postmarked mailing date or email date (whichever is applicable) of the Department of Human Resources' or Municipal Transportation Agency's notification to the appellant. The appellant's/authorized representative's original signature is required. **(E-mail is not accepted.)** It is recommended that you include all relevant information and documentation in support of your appeal.

**TYPE OF APPEAL:** (Check One)

- ☒ Examination Matters (by close of business on 5<sup>th</sup> working day)  
Employee Compensation Matters (by close of business on 7<sup>th</sup> working day) - Limited application  
Personal Service Contracts (Posting Period)  
Other Matters (i.e., Human Resources Director/Executive Officer Action) (30 Calendar days)  
Future Employability Recommendations (See Notice to Employee)

"During the Shelter Order dated March 17, 2020, we are accepting appeals by email at [civilservice@sfgov.org](mailto:civilservice@sfgov.org)"

Full Name of Appellant		Work Address		Work Telephone	
Donald Anderson					
Job Code	Title	Department			
Q060 - Police Department	Lieutenant	San Francisco Police Department			
Residence Address		City	State	Zip	Home Telephone
Full Name of Authorized Representative (if any)			Telephone Number of Representative (including Area Code)		

**NOTE:** If this is deemed to be a timely and appealable matter, the department will submit a staff report to the Civil Service Commission to request that it be scheduled for hearing. You will be notified approximately one week in advance of the hearing date, at which time you will be able to pick up a copy of the department's staff report at the Commission's offices. If you would instead prefer Commission staff to email you a copy of the meeting notice and staff report, please provide your email address below.

Email:

RECEIVED

2025 SEP 12 13:55:18

**COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE.** (Use additional page(s) if necessary)

Does the basis of this appeal include <b>new</b> information not previously presented in the appeal to the Human Resources Director? If so, please specify.	Check One:
	Yes <input type="radio"/> No <input checked="" type="radio"/>

Original Signature of Appellant or Authorized Representative

Date

9/11/2025



**State the basis of this appeal in detail.** For more information about appeal rights and deadlines, please review the Civil Service Rules located on the Civil Service Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/CivilService).

Please See Attached.

**September 11, 2025**

**To:** San Francisco Civil Service Commission

**From:** Donald Anderson, Q060 Lieutenant, San Francisco Police Department

**Subject:** Request for Clarification and Adjustment of Eligibility Criteria for Q080 Captain Promotional Examination

I am writing to respectfully request reconsideration of the eligibility criteria applied to the upcoming Q080 Captain's Promotional Examination. My concern is that the current interpretation of the minimum qualifications (specifically, the service time requirement at the rank of Q060 Lieutenant) arbitrarily excludes a group of otherwise qualified and experienced lieutenants from participating, to the detriment of both the Department and the public interest.

### **Minimum Qualification Requirements**

The job announcement specifies the following:

1. Current sworn members of the SFPD who have completed probation and have a minimum of two (2) years of experience with the SFPD at the rank of Q060 Lieutenant with permanent status as of September 8, 2025.
2. Possession of a POST Management Certificate issued by the California Commission on Peace Officer Standards and Training.
3. Possession of a valid Class C California Driver License.

Applicants have until December 31, 2025, to meet the POST Management Certificate requirement. By contrast, the two-year service requirement as Lieutenant is pegged to the application closing date of September 8, 2025.

### **Issue**

On November 23, 2022, I, along with Lieutenants Nicholas Chorley, Carla Hurley, Wayman Young, Jon Kasper, Uwem Obot, and Ryan Crosby, was promoted to the rank of Lieutenant. By the September 8, 2025 deadline, we will be approximately two and a half months shy of the stated two-year service requirement *post-probation*.

Although we will not meet the two-year threshold until late November 2025, we will have fully satisfied that requirement prior to the creation of an eligible list or any promotions. As such, the current interpretation creates an unnecessary and inequitable barrier that undermines the merit-based principles of the civil service system.

### **Legal and Equitable Justification**

#### **1. Probationary Time as Qualifying Service**

- o California Government Code § 18524 defines probation as "a part of the selection process" and "a continuation of the examination process." During probation, appointees hold the position, perform full duties, and are subject to evaluation.

- Excluding probationary service from the two-year experience requirement functionally extends the requirement to three years, contrary to the plain language of the announcement. If the intent were three years, it should have been stated as such.

## 2. Consistency with POST Certificate Requirement

- DHR allows applicants until December 31, 2025, to obtain the POST Management Certificate, recognizing the practical reality of qualification timelines. Extending the same logic to the service time requirement ensures consistency and fairness.

## 3. Past Practice and Acting Assignments

- In prior promotional processes, verified acting or Officer-in-Charge assignments at the lieutenant level were credited toward minimum qualifications. I alone have 441 verified hours as OIC of the Hostage/Crisis Negotiation Team, which should be reasonably recognized as lieutenant-level experience.
- My cumulative hours as a lieutenant (including probation and verified overtime) exceed 6,600 hours—well beyond the 4,160-hour benchmark for two years of full-time service.

## 4. Equity in Promotional Opportunity

- The current application of the deadline uniquely disadvantages our cohort. While lieutenants promoted from the previous eligible list (down to rank 61) were allowed to sit for their *second* captain's exam, our group, despite ranking between 25–31 on the lieutenant's exam, would not be eligible until the *third* administration.
- This disparity creates an inequitable outcome inconsistent with the merit-based principles of Article X of the San Francisco Charter and Civil Service Rules, which require that examinations be “fair and equitable” and designed to measure merit and fitness.

## 5. Departmental Benefit

- Collectively, our group averages over 22 years of service. Denying participation deprives the Department of seasoned, proven leaders who are ready and qualified to serve in the captain's role. It also risks creating leadership gaps in the eligible list by unnecessarily narrowing the candidate pool.

## Request

For the reasons stated above, I respectfully request that the Commission:

1. Recognize probationary service as qualifying lieutenant experience toward the two-year requirement; **or**
2. Extend the service credit deadline to December 31, 2025, consistent with the POST Certificate requirement; **or at minimum**

3. Allow documented lieutenant-level acting assignments and verified hours to be considered toward the minimum qualifications.

### **Conclusion**

The purpose of minimum qualifications is to ensure candidates possess sufficient experience and readiness for promotion. I respectfully submit that I, and the group of lieutenants similarly situated, clearly meet that intent. To interpret the requirement otherwise is both arbitrary and inequitable, contrary to the spirit of the Charter and past practice.

I respectfully request the Commission's consideration of this matter and am prepared to provide documentation or testimony as needed.

Thank you for your attention and for your commitment to fairness in the promotional process.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Donald Anderson', with a long horizontal line extending to the right.

**Donald Anderson**

Lieutenant, San Francisco Police Department