



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

**DANIEL LURIE
MAYOR**

Sent via Electronic Mail

April 10, 2025

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Eduard Julian Ochoa
[REDACTED]

SUBJECT: APPEAL BY EDUARD JULIAN OCHOA, APPEALING THE DENIAL TO ACCEPT THEIR LATE APPLICATION FOR THE Q050 POLICE SERGEANT.

Dear Eduard Julian Ochoa:

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 **April 21, 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.

This item may be heard in Closed Session. The agenda will be posted for your review on the Civil Service Commission's website at www.sf.gov/CivilService under "Meetings" no later than end of day on Wednesday, April 16, 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 by 5:00 p.m. on Tuesday, April 15, 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 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
Deana Kwan, 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 and the web address is 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 (4th) 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/.

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 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, or on the City's website at 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: **0056-25-4**
2. For Civil Service Commission Meeting of: **April 21, 2025**
3. Check One:
Ratification Agenda ☐
Consent Agenda ☐
Regular Agenda ☒
Human Resources Director's Report ☐
4. Subject: **Register No. 0056-25-4: Eduard Ochoa Appealing the Denial to Accept their Late Application for the Q050 Police Sergeant**
5. Recommendation: **Adopt the report of the Department of Human Resources and deny the appeal by Ochoa**
6. Report prepared by: **Deana Kwan** Telephone number: **626-652-0684**
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: 4/10/2025
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

Eduard Julian Ochoa

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Deana.Kwan@sfgov.org



TO: The Honorable Civil Service Commission

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

FROM: Deana Kwan, Senior Human Resources Analyst
Jen Lo, Public Safety Team Manager
Lisa Pigula, Assistant Director, Employment Services

DATE: April 10, 2024

RE: **Register No. 0056-24-4: Eduard Ochoa Appealing the Denial to Accept their Late Application for the Q050 Police Sergeant**

Background

The Q050 Sergeant, Police Department job ad [see Attachment A] was posted on February 24, 2025, which specified the period during which applicants must apply [from February 24, 2025, to March 10, 2025]. Further, it stated that applications must be filed online and provided contact information for anyone with questions about the recruitment. The Police Department subsequently issued Department Notice 25-025 on February 25, 2025 [see Attachment B], notifying Police Department members including Appellant Edward Ochoa of the promotional opportunity.

Eduard Ochoa emailed Deana Kwan, Senior Human Resources Analyst, on March 11, 2025, which was the day after the filing period ended, stating that he had missed the Q050 Sergeant application filing period due to military deployment [see Attachment C]. Ms. Kwan contacted the San Francisco Police Department, Staff and Services team to confirm the information and there were no records of Ochoa's leave of absence from February 24, 2025, to March 10, 2025 [see Attachment D]. Ms. Kwan emailed Ochoa on March 13, 2025 [see Attachment E], informing him that SFPD had no records of him on leave and showed that he worked through the application period. The response also included the link for filing an appeal with the Civil Service Commission (CSC). Ochoa responded to Ms. Kwan on March 13, 2025 [see Attachment F], stating his military orders were received late Friday morning, March 7, 2025, and HRMS has not reflected his order from March 9, 2025, to March 14, 2025. Ochoa did provide a request for leave with SFPD dated March 7, 2025, that was approved by his supervisor on March 11, 2025 [see attachment G] along with his military travel order [see attachment H].

On March 18, 2025, Ochoa filed an appeal requesting to be allowed to submit a late application for Q050 Sergeant [see Attachment I].

Issue

Is it appropriate to accept a late application so that Ochoa may participate in the Q050 Sergeant Police Department examination?

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. 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. 211.9 Posting and Notice of Promotional Examination Announcements

Examination announcements for a promotional examination shall be posted on the City's official employment opportunity website and will be distributed to each Bureau and Division. The minimum posting period shall be twenty (20) calendar days prior to the beginning of the filing period. A copy of the posting will be provided to the certified bargaining representative. The Department shall develop procedures making examination announcement information

available, upon request, to Police Officers detailed to outside agencies or on approved extended leaves of absence.

Findings

1. The job ad was provided to the bargaining unit on February 5, 2025, and subsequently posted in accordance with CSC Rules 210.2, 211.5, 211.6, and 211.9, respectively.
2. The Police Department issued Department Notice 25-025 on February 25, 2025, notifying Police Department members of the promotional opportunity.
3. The job ad for Q050 Police Sergeant specified the period during which applications must be filed in accordance with CSC Rule 211.5.
4. The job ad was posted on February 24, 2025.
5. Application filing was open from February 24, 2025, through March 10, 2025.
6. Five hundred and fifty applications were successfully submitted during the filing period.
7. Per SFPD Personnel records, Ochoa was on duty from 02/24/2025 through 03/9/2025.
8. Ochoa submitted a leave of absence request on 03/07/2025 for a continuous LOA from March 10th – March 15th and it was approved by his supervisor on 03/11/2025.
9. Ochoa filed an appeal with the CSC on March 18th, claiming the following:
 - His military deployment prevented him from completing the Q050 application by the deadline.
 - He received the deployment notice on 03/07/2025 with an effective date of 03/09/2025. Under USERRA he is entitled to 24 hours before his deployment to prepare so he was not available to work on the application the last three days of the filing period (3/8-3/10)
 - He requests to be given an additional 24 hours to complete his application.

Analysis

DHR followed prescribed procedures for the posting of the job ad and administration of the filing period. DHR followed its practice of enforcing the terms specified in the job ad in accordance with CSC Rule 210.2. Eduard Ochoa was notified on February 25th that the Q050 job ad was posted and the deadline to apply was March 10th. Although he states he was not available from March 8th through March 10th to complete the application, the leave of absence form he submitted states his leave did not begin until March 10th. In addition, Police personnel records show the applicant was on duty from February 24th – March 9th and so had 14 days to complete his application prior to his deployment, including two days in which he knew he would be deployed on March 10th, the last day to complete the application.

Conclusion

Eduard Ochoa did not file an application during the specified filing period. 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 Ochoa.

Attachments

Attachment A: Job Ad for Q050 Sergeant, Police Department
Attachment B: Department Notice 25-025 Q50 Sergeant Exam Update
Attachment C: Email from Eduard Ochoa 03/11/2025
Attachment D: Email from SFPD Staff and Services 03/13/2025
Attachment E: Email from Deana Kwan 03/13/2025
Attachment F: Email from Eduard Ochoa 3/13/2025
Attachment G: Request for leave 03/07/2025
Attachment H: Ochoa Military Travel Order
Attachment I: Appeal from Ochoa to CSC



SF | Careers

Q050-Sergeant, (Police Department)

- SFPD Headquarters, 1245 3rd St, San Francisco, CA 94158, USA
- Full-time
- Certification Rule: Rule of 10
- Job Code and Title: Q050-Sergeant, (Police Department)
- Fill Type: Permanent Civil Service

Company Description

Application Opening: February 24, 2025

Application Deadline: March 10, 2025

Compensation Range: \$171,314 Yearly

Recruitment ID: C00317

Job Description

Under direction, as a sworn member of the San Francisco Police Department, the Q050 Sergeant's duties may include but are not limited to: supervising field incidents, crime scenes or special events; monitoring, directing, evaluating, coaching and training subordinate personnel; reviewing documents and preparing routine paperwork; interacting with SFPD members, other city departments and law enforcement agencies; performing routine law enforcement field operations and station keeper duties; serving arrest and search warrants; collecting and processing physical evidence; interacting with victims, witnesses, and suspects during investigations; follow-up investigation, case management, and prosecution. A Q050 Sergeant is a first line supervisor position in the San Francisco Police Department and may be assigned to Field Operations, Investigations, and Administration Bureaus base on the needs of the department.

Qualifications

MINIMUM QUALIFICATIONS

1. Sworn members of the San Francisco Police Department who have completed probation as a Q002 Police Officer and possess a minimum of three (3) years of experience with the SFPD at the rank of Q002 Police Officer or higher as of close of

the application filing date. Length of service is calculated from completion of probation;

AND

2. Possession of a POST Intermediate Certificate (or more advanced POST certificate) issued by the California Department of Justice, Commission on Peace Officer Standards and Training;

AND

The requirements for a POST Intermediate Certificate (as specified in SFPD Department Notice #23-053) are:

- Baccalaureate degree, plus two years law enforcement or;
- Associate degree, plus four years law enforcement or;
- 45 college units, plus four years law enforcement and 45 training points or;
- 30 college units, plus six years law enforcement and 30 training points or;
- 15 college units, plus eight years' law enforcement and 15 training points;

AND

3. Possession of a valid Class C California Driver license. Evidence of possession of this license does not have to be provided but is a condition of continued employment.

Applicants must meet minimum qualifications (1) and (3) above by application filing deadline to be considered a "qualified candidate". Evidence of possession of the POST Intermediate Certificate must be submitted no later than 1600 on June 30, 2025, to dhr-publicsafety@sfgov.org. Candidates who do not provide a certificate by June 30, 2025, will be disqualified from the selection process.

SELECTION PLAN

The selection process will consist of components such as the following: job knowledge test (Written Exam), job task simulation such as role-play and/or tactical exercises (Assessment Center). A pass point will be established after administration of the Written Exam, and only candidates scoring at or above that minimum passing score will be invited to participate in subsequent components of the examination. Final scores will be based on a composite of the scores from the Assessment Center.

The Written Exam is tentatively scheduled to be administered in April 2025, and the Assessment Center (AC) is tentatively scheduled to be administered in May 2025.

Qualified applicants will be notified of the exact date, time, and location for the test components.

SELECTION PROCEDURES

Q050 Sergeant Examination Preparation Guides

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, as well as specific reading materials [e.g., Department Bulletins, Department General Orders, State and local penal codes, etc.] with which candidates should be familiar for test purposes. Preparation Guides for each component will be made available approximately thirty (30) days prior to the administration of the component.

Certification Rule:

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
- Discipline history

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 the Department of Human Resources/Examination Division of the Police Department within five (5) calendar days from the issuance date. 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 the exam analyst, Deana Kwan, at Deana.Kwan@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.



Outlook

Q50 exam

From Ochoa, Eduard (POL) <Eduard.J.Ochoa@sfgov.org>

Date Tue 3/11/2025 8:27 AM

To DHR Publicsafety, DHR (HRD) <dhr_publicsafety@sfgov.org>

I was unable to complete my Q-50 application. I am currently on a military deployment. Will there be an opportunity to apply for the exam again.

Respectfully, E. Ochoa
SFPD-CVRT
925-724-6016

Kwan, Deana (HRD)

From: Houston, Benjamin (POL)
Sent: Thursday, March 13, 2025 12:49 PM
To: Kwan, Deana (HRD)
Cc: Harvey, Thomas (POL); Poggio, Leonard (POL); McCormick, Patrick (POL); Chin, Belinda (POL); Lo, Jen (HRD); Walsh, Peter
Subject: response - confirmed - working on it - probation end date? 12/5/22 + 2 names? Q050 Questions
Attachments: 23-152 DN Department Documents Electronic Sign-Off.pdf; DN 25-025 Q50 Sergeant Exam Update.pdf

Hi Deana:

As per DN 23-152, all employees are required to confirm they have read each Department Notice (DN). This would include DN 25-025 which provided a Q50 Sergeant Exam Update which was issued on 2/25/25.

To that end, we believe Joseph Valdez should be allowed to participate as he was scheduled off during both the notice and application submittal period.

1. Joseph Valdez - showing off work on VA from 2/24/25 through 3/10/25

2. Eduard Ochoa - working through this whole time period.

Hope the above response is helpful + stay safe and healthy...

Ben

*Mr. Benjamin Houston, MS
 Human Resources Manager
 San Francisco Police Headquarters
 1245 3rd Street - 5th Floor
 San Francisco, CA 94158
 (415) 837-7390
 (415) 837-7236 - fax*

This email message and any attachments contain confidential information that is legally privileged and intended solely for the use of the addressee(s) named above. If you are not the intended recipient(s), or person responsible for delivering it to the intended recipient(s), you are hereby notified that any review, disclosure, copying, distribution or use of any of the information contained herein is strictly prohibited. If you have received this confidential communication in error, please contact the sender by reply email and permanently delete the original transmission and any attachments without reading or saving in any manner.

From: Kwan, Deana (HRD) <deana.kwan@sfgov.org>
Sent: Thursday, March 13, 2025 10:42 AM
To: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>
Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>; McCormick, Patrick (POL) <Patrick.McCormick@sfgov.org>; Chin, Belinda (POL) <Belinda.Chin@sfgov.org>; Lo, Jen (HRD) <jen.lo@sfgov.org>
Subject: Re: confirmed - working on it - probation end date? 12/5/22 + 2 names? Q050 Questions

Hi Ben,

I just wanted to follow up on the below question.

Are members responsible for the content in the Department Bulletins when they are not on leave but on vacation/military deployment? Thank you!

Best,
Deana



Connecting People with Purpose

Deana Kwan

Public Safety Team
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Website: www.sfdhr.org
(628) 652-0684

From: Kwan, Deana (HRD) <deana.kwan@sfgov.org>

Sent: Wednesday, March 12, 2025 9:16 AM

To: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>; Lo, Jen (HRD) <jen.lo@sfgov.org>

Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>;

McCormick, Patrick (POL) <Patrick.McCormick@sfgov.org>; Chin, Belinda (POL) <Belinda.Chin@sfgov.org>

Subject: Re: confirmed - working on it - probation end date? 12/5/22 + 2 names? Q050 Questions

Hi Ben,

Are members responsible for the content in the Department Bulletins when they are not on leave but on vacation/military deployment?

Please see the attached emails from Officer Joe Valdez and Officer Eduard Ochoa.

Thank you!

Best,



Deana Kwan

Public Safety Team
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Website: www.sfdhr.org
(628) 652-0684

From: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>
Sent: Wednesday, March 12, 2025 8:42 AM
To: Kwan, Deana (HRD) <deana.kwan@sfgov.org>; Lo, Jen (HRD) <jen.lo@sfgov.org>
Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>; McCormick, Patrick (POL) <Patrick.McCormick@sfgov.org>; Chin, Belinda (POL) <Belinda.Chin@sfgov.org>
Subject: confirmed - working on it - probation end date? 12/5/22 + 2 names? Q050 Questions

Hi Deana:

Our records confirm neither were on approved leave during this period. Moreover, our payroll records represent:

1. Joseph Valdez - showing off work on VA from 2/24/25 through 3/10/25

2. Eduard Ochoa - working through this whole time period.

Hope the above response is helpful + stay safe and healthy...

Ben

*Mr. Benjamin Houston, MS
Human Resources Manager
San Francisco Police Headquarters
1245 3rd Street - 5th Floor
San Francisco, CA 94158
(415) 837-7390
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From: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>
Sent: Wednesday, March 12, 2025 8:26 AM
To: Kwan, Deana (HRD) <deana.kwan@sfgov.org>; Lo, Jen (HRD) <jen.lo@sfgov.org>; Chin, Belinda (POL) <Belinda.Chin@sfgov.org>
Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>
Subject: working on it - probation end date? 12/5/22 + 2 names? Q050 Questions

Hi Deana: We are working on confirming if they were on leave during that period. We will let you know 😊
Ben

Mr. Benjamin Houston, MS
Human Resources Manager
San Francisco Police Headquarters
1245 3rd Street - 5th Floor
San Francisco, CA 94158
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From: Kwan, Deana (HRD) <deana.kwan@sfgov.org>
Sent: Wednesday, March 12, 2025 8:24 AM
To: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>; Lo, Jen (HRD) <jen.lo@sfgov.org>; Chin, Belinda (POL) <Belinda.Chin@sfgov.org>
Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>
Subject: Re: probation end date? 12/5/22 + 2 names? Q050 Questions

Thanks Ben and Belinda!

Ben, can you also look into the two officers and confirm their leave of absence?

LOA 2/24/25 -3/10/25:

1. Joseph Valdez
2. Eduard Ochoa

Best,
Deana



Connecting People with Purpose

Deana Kwan
Public Safety Team
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Website: www.sfdhr.org
(628) 652-0684

From: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>
Sent: Tuesday, March 11, 2025 5:10 PM
To: Kwan, Deana (HRD) <deana.kwan@sfgov.org>; Lo, Jen (HRD) <jen.lo@sfgov.org>; Chin, Belinda (POL) <Belinda.Chin@sfgov.org>
Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>
Subject: probation end date? 12/5/22 + 2 names? Q050 Questions

Hi Belinda:

Could you have someone on your payroll unit team confirm the Q2 Police Officer probationary end date for the Q50 Sergeant applicants in the attached? DHR's Exam team is eager to have this information verified.

Look forward to your response/findings...

Ben

*Mr. Benjamin Houston, MS
Human Resources Manager
San Francisco Police Headquarters
1245 3rd Street - 5th Floor
San Francisco, CA 94158
(415) 837-7390
(415) 837-7236 - fax*

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From: Kwan, Deana (HRD) <deana.kwan@sfgov.org>

Sent: Tuesday, March 11, 2025 3:07 PM

To: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>; Lo, Jen (HRD) <jen.lo@sfgov.org>

Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>

Subject: Re: 12/5/22 + 2 names? Q050 Questions

Hi Ben,

Apologies, here is the entire list of all the officers that we need dates of completed probation.

Thank you!

Best,



Connecting People with Purpose

Deana Kwan

Public Safety Team

Department of Human Resources

One South Van Ness Ave., 4th Floor

San Francisco, CA 94103

Website: www.sfdhr.org

(628) 652-0684

From: Kwan, Deana (HRD) <deana.kwan@sfgov.org>
Sent: Tuesday, March 11, 2025 2:47 PM
To: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>; Lo, Jen (HRD) <jen.lo@sfgov.org>
Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>
Subject: Re: 12/5/22 + 2 names? Q050 Questions

Hi Ben,

Can you also provide the completed probation dates for the following officers:

Job Code	Sen Grou	Empl Clas	Full/Part	Ctywd Snr	Dept Snrty	Elig List #	Ra
Q003	POL	PCS	F	3/19/2020	3/19/2020	060667	
Q003	POL	PCS	F	3/19/2020	3/19/2020	060667	
Q003	POL	PCS	F	3/19/2020	3/19/2020	060667	
Q003	POL	PCS	F	3/19/2020	3/19/2020	060667	
Q004	POL	PCS	F	6/8/2020	6/8/2020	060667	
Q004	POL	PCS	F	6/8/2020	6/8/2020	060667	
Q004	POL	PCS	F	6/8/2020	6/8/2020	060667	

Thank you!

Best,



Connecting People with Purpose

Deana Kwan
Public Safety Team
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Website: www.sfdhr.org
(628) 652-0684

From: Kwan, Deana (HRD) <deana.kwan@sfgov.org>
Sent: Tuesday, March 11, 2025 2:31 PM
To: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>; Lo, Jen (HRD) <jen.lo@sfgov.org>
Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>
Subject: Re: 12/5/22 + 2 names? Q050 Questions

Thanks Ben.

LOA 2/24/25 -3/10/25:

1. Joseph Valdez
2. Eduard Ochoa

Best,



Connecting People with Purpose

Deana Kwan

Public Safety Team

Department of Human Resources
One South Van Ness Ave., 4th Floor

San Francisco, CA 94103

Website: www.sfdhr.org

(628) 652-0684

From: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>

Sent: Tuesday, March 11, 2025 2:08 PM

To: Lo, Jen (HRD) <jen.lo@sfgov.org>

Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>; Kwan, Deana (HRD) <deana.kwan@sfgov.org>

Subject: 12/5/22 + 2 names? Q050 Questions

Hi Jen: Officer Keith Wong successfully completed his probationary period on 12/5/2022. Moreover, could you provide the names of the members you need their leave status verified to include the dates of associated time period? 🙄 Ben

*Mr. Benjamin Houston, MS
Human Resources Manager
San Francisco Police Headquarters
1245 3rd Street - 5th Floor
San Francisco, CA 94158
(415) 837-7390
(415) 837-7236 - fax*

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From: Lo, Jen (HRD) <jen.lo@sfgov.org>
Sent: Tuesday, March 11, 2025 11:02 AM
To: Houston, Benjamin (POL) <Benjamin.Houston@sfgov.org>
Cc: Harvey, Thomas (POL) <thomas.harvey@sfgov.org>; Poggio, Leonard (POL) <Leonard.Poggio@sfgov.org>; Kwan, Deana (HRD) <deana.kwan@sfgov.org>
Subject: Q050 Questions

Hello Ben,

Can you verify that date that Keith Wong completed probation?

Keith A Wong (Keith) Emp ID 208108 Empl Record 0

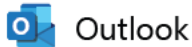
Job Appointment Summary												
Eff Date	Appt Date	Action	Description	Payroll Status	Job Code	Union Code	Empl Class	Exmpt Cat	Full/Part Time	Elig List #	Rank	POS #
09/30/2023	09/30/2023	DTA	Job Code Change	Active	Q003	911	PCS	NA	F	060667	10.00	01119740
12/08/2020	12/08/2020	HIR	New Hire	Active	Q002	911	PCS	NA	F	060667	10.00	01119740

In addition, the following two members reached out after the application deadline stating that they were on leave and was not notified of the application dates. Can you please confirm that they were indeed on leave during this time? Please let me know if you have any questions. Thank you.



Connecting People with Purpose

Jen Lo, Public Safety Team Manager
 Department of Human Resources
 One South Van Ness Ave., 4th Floor
 San Francisco, CA 94103
 Website: www.sfdhr.org
 Phone: 628-652-0724



Re: Q50 exam

From DHR Publicsafety, DHR (HRD) <dhr_publicsafety@sfgov.org>

Date Thu 3/13/2025 2:44 PM

To Ochoa, Eduard (POL) <Eduard.J.Ochoa@sfgov.org>

Hi Officer Ochoa,

Unfortunately, the deadline was 3/10/25. According to SFPD records, they show that you were working during the application period of 2/24/25-3/10/25.

This decision regarding your application may be reconsidered if you can provide additional information or explanation by the close of business (4:00 p.m.) on Thursday, March 20, 2025.

Civil Service Commission Rules for the City and County of San Francisco specify announcement, application, and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Best,
Deana



Connecting People with Purpose

Public Safety Team

Department of Human Resources

One South Van Ness Ave., 4th Floor

San Francisco, CA 94103

Website: www.sfdhr.org

From: Ochoa, Eduard (POL) <Eduard.J.Ochoa@sfgov.org>

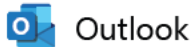
Sent: Tuesday, March 11, 2025 8:26 AM

To: DHR-Publicsafety, DHR (HRD) <dhr-publicsafety@sfgov.org>

Subject: Q50 exam

I was unable to complete my Q-50 application. I am currently on a military deployment. Will there be an opportunity to apply for the exam again.

Respectfully, E. Ochoa
SFPD-CVRT
925-724-6016




Re: Q50 exam

From Ochoa, Eduard (POL) <Eduard.J.Ochoa@sfgov.org>

Date Thu 3/13/2025 7:26 PM

To DHR Publicsafety, DHR (HRD) <dhr_publicsafety@sfgov.org>

 1 attachment (502 KB)

IV1 Ochoa TDY OST Training.pdf;

My HRMS does not reflect it yet but it should be updated this week. My orders came in late Friday morning and then it became a mad dash to get deployed. My orders reflect 03/09/2025 to 3/14/2025. USERRA allows me 24 hours prior and 24 hours after orders. I started my application but lost out on 3 days to complete my application due to my last minute deployment.

I am requesting 24 hours to submit my application.

I have attached my orders for reference.

E. Ochoa

Sent via the Samsung Galaxy S24 Ultra, an AT&T 5G smartphone

Get [Outlook for Android](#)

From: DHR-Publicsafety, DHR (HRD) <dhr-publicsafety@sfgov.org>

Sent: Thursday, March 13, 2025 5:44:55 PM

To: Ochoa, Eduard (POL) <Eduard.J.Ochoa@sfgov.org>

Subject: Re: Q50 exam

Hi Officer Ochoa,

Unfortunately, the deadline was 3/10/25. According to SFPD records, they show that you were working during the application period of 2/24/25-3/10/25.

This decision regarding your application may be reconsidered if you can provide additional information or explanation by the close of business (4:00 p.m.) on Thursday, March 20, 2025.

Civil Service Commission Rules for the City and County of San Francisco specify announcement, application, and examination policies and procedures, including applicant appeal rights. They can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Best,
Deana



Connecting People with Purpose

Public Safety Team

Department of Human Resources

One South Van Ness Ave., 4th Floor

San Francisco, CA 94103

Website: www.sfdhr.org

From: Ochoa, Eduard (POL) <Eduard.J.Ochoa@sfgov.org>

Sent: Tuesday, March 11, 2025 8:26 AM

To: DHR-Publicsafety, DHR (HRD) <dhr-publicsafety@sfgov.org>

Subject: Q50 exam

I was unable to complete my Q-50 application. I am currently on a military deployment. Will there be an opportunity to apply for the exam again.

Respectfully, E. Ochoa

SFPD-CVRT

925-724-6016



City and County of San Francisco

Request for Leave and Leave Protections

For All Continuous and Intermittent Absences of **More than 5 Days**, Including FMLA/CFRA

☐ New Request

☐ Request for Extension¹

Name: Eduard Ochoa DSW#: 50085 Class/Title: Q004/Police Officer III

Address: 260 Maple St. City: Livermore State: CA Zip: 94550

Contact No.: 925-724-6026 Home Email: EJ1317@gmail.com Dept.: SFPD/CVRT

Supervisor: A/LT. Damon Jackson

Employment Status: ☒ Permanent ☐ Probationary ☐ Exempt

Type of Leave and/or Job Protection Requested (Check All That Apply): ☐ Temporary ☐ Provisional

1. LEAVE REASON

Sick Leave for (check one): Attach Medical Certification

☐ My Own Illness or Care

☐ Pregnancy or Related Condition

☐ Child Bonding or Assumption of Child Rearing

(Birth/Placement Date: _____)

☐ Care for Ill Family Member

State Relationship and Type of Care to be Provided: _____

(attach separate sheet)

☐ City Family Care Leave (Permanent Employees Only)

☐ Personal Leave

☐ Educational Leave

☐ To Accept Other City Employment: ☐ TEX ☐ PEX

☐ Care for Next of Kin Covered Military Service Member

☐ Military Exigency Related to Deployment

☐ Reproductive Loss ☐ Bereavement

☒ Other, Please Specify: Military Leave

2. LEAVE PROTECTIONS²

☐ Family Medical Leave Act

☐ California Family Rights Act

☐ Pregnancy Disability Leave

☐ Kin Care

3. OTHER BENEFITS

☐ I will ☐ will not receive/apply for SDI, PFL or WC. Department will supplement other benefits with your accruals unless you elect not to do so.

☐ I **DO NOT** wish to supplement SDI/PFL/WC with accrued Sick Leave, Vacation, Compensatory Time, or Floating Holiday

4. PAY

For leave that allows pay options I wish to use or supplement other benefits with: ☐ SP ☐ VA ☐ CTE ☐ FH

Use of some accrued leaves are required for unpaid FMLA/CFRA or PDL leaves. Please note that pay options may only be allowed for certain leave types. Please inquire with your Human Resources Department for questions regarding your pay options.

5. AMOUNT OF LEAVE REQUESTED

☒ Continuous ☐ Intermittent ☐ Reduced Schedule From (dates) 03/10/2025 to 03/15/2025

For Intermittent Leave: How Many Leave Hours Per Day?: _____ How Many Absence Days Per Week? _____

OR

How Many Leave Hours Per Week?: _____ How Many Absence Days Per Month? _____

Proposed Reduced Work Schedule: Days: _____ Work Hours: _____

03/07/2025

Employee Signature

Date

PRINT NAME/TITLE	SIGNATURE	DATE	RECEIVED	APPROVE ²	DENY Discretionary
(Employee's Supervisor)	<u>Sgt. Damon Jackson #4093</u> <u>CVRT</u>	<u>3/11/25</u>	<u>3/11/25</u>	<u>YES</u>	
(Personnel Officer/Designee)					
(Appointing Officer/Designee)					

¹ Requests for extension of FMLA/CFRA or PDL leave must be submitted two weeks prior to the end of the currently scheduled FMLA/CFRA or PDL leave when practical. Failure to submit timely requests may delay granting the extension.

² FOLLOWING VERIFICATION OF ELIGIBILITY AND MEDICAL NECESSITY, CERTAIN LEAVES MUST BE DESIGNATED ON FORM FML 3, EVEN IF NOT REQUESTED. THIS FORM CANNOT BE USED TO APPROVE OR DENY FMLA, CFRA OR PDL PROTECTIONS. SIGNATURE ACKNOWLEDGES RECEIPT OF FMLA, CFRA OR PDL REQUEST ONLY.

³ **Health Benefits:** When you are on an unpaid leave, premiums for health coverage cannot be deducted from your paycheck. To maintain coverage, you must contact SFHSS 30 days of when leave begins to arrange for payment. sfhss.org/contact-us

Leaves of Absence - General Provisions

Leaves of absence are governed by the following general provisions:

1. Leave requests must be submitted to a department head or designee for approval.
2. A request for leave in excess of five days must be approved in advance on the appropriate form by the employee's supervisor, department's human resources representative, and the appointing officer/designee.
3. Employees who do not return to work when they are expected are absent without leave (AWOL) and may be subject to disciplinary action or automatic resignation.
4. Disapproval of certain types of leave may be appealed either through the grievance procedure in the respective collective bargaining agreement or the Civil Service Commission Rules.
5. Except for personal leave and in cases where the employee has obtained the prior approval of the appointing officer and the human resources director, an employee may not accept employment outside of the City and County service, other than military service, while on a leave of absence.

Employees should consult their human resources representatives if they have questions or need more information on any of the leaves or leave requirements described below.

Sick Leave: Except for leave under Labor code Section 233, sick leave requests for over five days must be certified by a licensed medical doctor, dentist, podiatrist, licensed clinical psychologist, Christian Science practitioner or licensed doctor of chiropractic medicine. Verification of sick leave for less than five days may be required on an individual basis. Employees are responsible for notifying their supervisors when they are unable to report for duty because of illness, and of the approximate date of their return to work. The duration of leave requested by the employee on this form should be the same as the duration certified as medically necessary by the health care provider. Only the amount of sick leave certified by the health care provider will be approved.

Family Care Leave: If an employee's leave to care for a newborn, newly adopted child or sick family member extends beyond the 12-week FMLA/CFRA leave maximum, or if the employee is not eligible for FMLA/CFRA leave, he or she may seek additional unpaid leave of up to a total of one year for any of the same reasons. This type of leave is available to permanent employees who have completed at least one year of service and is at the discretion of the department's appointing officer.

Family Medical Leave Act and/or California Family Rights Act (FMLA/CFRA): Eligible employees may take up to 12 workweeks of unpaid, job-protected leave in a 12-month period to care for themselves or family members who are ill, or for child bonding and military exigency. FMLA and CFRA contain similar provisions and may run concurrently in certain circumstances. However, there are specific situations where the leaves will not run concurrently, and employees may have separate 12-workweek leave entitlements for a total of up to 24 workweeks of job-protected leave. See *Notice of Eligibility, Rights and Responsibilities -- FML1* for more information on these leave entitlements.

Kin Care: Employees may take up to half of the sick leave they accrue annually to care for themselves, or for a child, parent, or guardian, spouse or registered domestic partner, grandchild, grandparent, or sibling. Employees have the right to designate sick leave as Kin Care for their own health conditions or that of a qualifying family member. Sick leave not designated as Kin Care may be included in absenteeism rates as a negative attendance factor.

Leave for Spouse/Registered Domestic Partner While Qualified Member on Leave From Deployment:

In compliance with the State of California Military and Veterans Code, a qualified employee who is a spouse or registered domestic partner of a qualified member of the Armed Forces, National Guard, or reserves shall be allowed to take up to 10 days of unpaid leave during a period of leave from deployment of the qualified member.

Jury Duty Leave: Employees must notify their supervisor when a jury summons is received. Any employee who is called to jury duty for a municipal, state or federal court during the employee's working hours is allowed their regular compensation less the amount of jury fees paid while serving as a juror. An employee called as a witness in a non-work-related matter may be granted leave without pay unless vacation leave or compensatory time is granted.

Educational Leave: Educational leave is unpaid and is generally available to permanent employees only. An employee may be granted leave not to exceed one year for the purpose of securing additional education in a field related to their position.

Religious Leave: Employees may be granted religious leave when personal religious beliefs require the abstention from work during certain periods of the workday or workweek. Religious leave is without pay unless a request to utilize accumulated compensatory time off, vacation time, or floating holidays is approved.

Leave to Accept Other City and County Employment. Leave to accept a temporary or exempt appointment in the City is available at the discretion of the department head for permanent civil service employees only.

Personal Leave: Permanent employees may request unpaid personal leave for up to 12 months within any two-year period. The department head has discretion to grant or deny requests for personal leave. With certain exceptions, temporary or provisional employees may request personal leave for a maximum of one month, and only if a replacement for their position is not required.

Leave Extension: An employee who wishes to extend a leave of absence must submit a completed Request for Leave form to their immediate supervisor or department's human resources representative at least two weeks, if practical, before the expiration date of the current leave. If the request is for sick leave, the employee must provide documentation from their health care provider.

Leave Abridgment: An employee who wishes to abridge a leave must submit an amended Request for Leave form before returning to work and, if the employee was on sick leave, the health care provider must certify that the employee is physically able to return to work.

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard MILITARY/CIVILIAN TEMPORARY DUTY (TDY) TRAVEL ORDER																	
1. Name of Traveler (Last Name, First Name, MI) Ochoa, Eduard				2. Employee ID 1253927		3. Grade/Rank IV/E-6		4. Current Duty Station CGIS PACIFIC REGION				5. Work Phone Number 510-437-2716					
6. Departure Date 03/09/2025		7. Expected Date of Return to PDS 03/14/2025				8. Estimated Days 6		9. Order Issuing Authority CGIS PAC REG				10. Authorized days of leave Dates of LV: to					
11. BLANKET ORDERS (Doc type 13 TONO) <input type="checkbox"/> Unlimited Open <input type="checkbox"/> Limited Open <input type="checkbox"/> Repeat Travel Period of travel from to (See Block 13 for Geographical location)																	
12. FOR MEDICAL TRAVEL: <input type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient <input type="checkbox"/> Attendant <input type="checkbox"/> Escort																	
13A. REPORT TO: UNIT/CITY/COUNTY/ STATE/ZIP-CODE/COUNTRY BOSTON, MA								B. Purpose of TDY (Conference: Must have an approved conference attendance worksheet) Training				C. Dates of TDY (mm/dd/yy - mm/dd/yy) OST Inv Training 03/09/25 - 03/14/25					
14. Remain Over Night (RON) awaiting transportation may be authorized for night(s) at (locality)																	
15. PER DIEM Military: JTR, par. 0203/Civilian: FTR, par. 301-11 Max Locality Per Diem Rate: Lodging \$ 291 M&IE: \$ 92 (Lodging Receipts required for reimbursement) QUARTERS <input type="checkbox"/> GOV'T/GOV'T CONTRACTED <input type="checkbox"/> No Cost <input type="checkbox"/> Cost <input checked="" type="checkbox"/> COMMERCIAL Lodging (Gov't Quarters NOT Available) MESSING <input type="checkbox"/> GOV'T Rate <input type="checkbox"/> Mess for ALL three meals <input type="checkbox"/> No Cost <input type="checkbox"/> Cost <input type="checkbox"/> Proportional Meal Rate <input type="checkbox"/> Reduced/No M&IE of \$ (For Military: IAW COMDT (CG-1332) memo 4650 of) <input checked="" type="checkbox"/> COMMERCIAL RATE (Full Locality Per Diem) EXEMPTION <input type="checkbox"/> Actual Expenses Authorized (JTR, par. 020307 & FTR, par. 301-11.300) % per day allowed at for period																	
16. MODE OF TRAVEL (Mode of travel to TDY site and Return) (It is mandatory to arrange Official Travel through the TMC/CTO). <input checked="" type="checkbox"/> Commercial Carrier (GTCC IBA Use) <input type="checkbox"/> GOV'T Procured Transportation Tickets (GTCC CBA Use) <input type="checkbox"/> GOV'T Owned Conveyance <input type="checkbox"/> Auto <input type="checkbox"/> Vessel <input type="checkbox"/> Plane <input type="checkbox"/> Privately Owned Vehicle (POV): <input type="checkbox"/> Car <input type="checkbox"/> Airplane <input type="checkbox"/> Motorcycle <input type="checkbox"/> POV is more advantageous to the Gov't JTR 020203.A.3.b. <input type="checkbox"/> POV is authorized not to exceed the cost of a GTR \$																	
17. TRAVEL AT TDY SITE: <input type="checkbox"/> Rental Car (compact) <input type="checkbox"/> Upgrade Authorized-size (TMC/CTO use is mandatory) <input type="checkbox"/> Local travel: taxi/bus/metro/other public conveyance																	
18. AUTHORIZED REIMBURSABLE EXPENSES <input checked="" type="checkbox"/> Registration Fees: (if meals are included in the cost-report in Block 19, DD-1351-2) <input type="checkbox"/> Baggage Fees																	
19. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS (Itemized receipt required for commercial transportation and expenses \$75 or greater) Requested for OST Investigations training in Boston, MA. UCGIISQY25/ 3DCGISTRNG/ 77100 CGIS REGION - PACIFIC/ 2100C5 If Training, Insert Direct Access Course ID: If an entitlement authorized on this order conflict with the JTR, the JTR prevails.																	
20. TRAVEL ADVANCE AUTHORIZATION: Travel advance is authorized in the amount of \$																	
21. Coast Guard Travel Order Number (16 digits) Travel funds are chargeable against: (if travel spans over FY's, provide TONO/Acct. string for both FY's) 0 0 0 2 0 \$1,985.68 0 0 0 2 0																	
Doc Type	Fiscal Year	Site Code	C O	R D	Prog Element	Document Sequence	Suffix	Agy Code	Reg Dist	Appn Code	Lim Code	Allot Fund	Allot Lev	Program Element	Cost Center	Object Class	Estimated Cost
22. FUNDS APPROVING OFFICIAL SIGNATURE (Print Name, Rank, Title) (Certified that funds have been obligated in FPD) CWO CHRISTOPHER WALKER																	Date
23. If using Other Gov't Agency Funds Contact FINCEN (OGQ) and Insert Reimbursable Agreement Number (RAN): Proceed and report to the places and in the order listed in block 13 above. Deviations should not be made to visit places or areas not listed in block 13 above, without prior written or verbal orders from proper authority. Upon completion of the TDY directed, return to this command and resume your regular duties.																	
Privacy Act Statement: In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard - 10 USC Section 2771. Principal Purpose(s) - Used to indicate member's intentions during travel. Routine Uses - Same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member's request may not be approved.																	
24. AUTHORIZING/APPROVING OFFICIAL (AO) SIGNATURE (Print Name, Rank, Title, Phone #) YN1 DAVID DIAZ, CGIS PAC REG ADMIN, 510-437-2716																	Date 02/19/2025
25. TRAVELERS SIGNATURE IV1 EDUARD OCHOA																	Date
26. Use this block to amend the order when not previously authorized after travel has been completed (may be handwritten).																	
Must be signed by AO Only: Date:																	



DEPARTMENT NOTICE

25-025

Published: 02/25/25

Expires: 03/11/25

Q50 Sergeant Examination Update

The application filing period for the Q50-Sergeant examination will begin on Monday, February 24, 2025, and conclude on Monday, March 10, 2025. Please see the attached examination announcement containing pertinent information. Members can apply for the Sergeant examination at <https://careers.sf.gov/>.

Any specific questions about the announcement may be directed to the DHR Public Safety Team at DHR-PublicSafety@sfgov.org.

A handwritten signature in blue ink, appearing to read "William Scott".

WILLIAM SCOTT

Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.



SF | Careers

Q050-Sergeant, (Police Department)

- SFPD Headquarters, 1245 3rd St, San Francisco, CA 94158, USA
- Full-time
- Certification Rule: Rule of 10
- Job Code and Title: Q050-Sergeant, (Police Department)
- Fill Type: Permanent Civil Service

Company Description

Application Opening: February 24, 2025

Application Deadline: March 10, 2025

Compensation Range: \$171,314 Yearly

Recruitment ID: C00317

Job Description

Under direction, as a sworn member of the San Francisco Police Department, the Q050 Sergeant's duties may include but are not limited to: supervising field incidents, crime scenes or special events; monitoring, directing, evaluating, coaching and training subordinate personnel; reviewing documents and preparing routine paperwork; interacting with SFPD members, other city departments and law enforcement agencies; performing routine law enforcement field operations and station keeper duties; serving arrest and search warrants; collecting and processing physical evidence; interacting with victims, witnesses, and suspects during investigations; follow-up investigation, case management, and prosecution. A Q050 Sergeant is a first line supervisor position in the San Francisco Police Department and may be assigned to Field Operations, Investigations, and Administration Bureaus base on the needs of the department.

Qualifications

MINIMUM QUALIFICATIONS

1. Sworn members of the San Francisco Police Department who have completed probation as a Q002 Police Officer and possess a minimum of three (3) years of experience with the SFPD at the rank of Q002 Police Officer or higher as of close of the application filing date. Length of service is calculated from completion of probation;

AND

2. Possession of a POST Intermediate Certificate (or more advanced POST certificate) issued by California Department of Justice, Commission on Peace Officer Standards and Training;

AND

The requirements for a POST Intermediate Certificate (as specified in SFPD Department Notice #23-053) are:

- Baccalaureate degree, plus two years law enforcement or;
- Associate degree, plus four years law enforcement or;
- 45 college units, plus four years law enforcement and 45 training points or;
- 30 college units, plus six years law enforcement and 30 training points or;
- 15 college units, plus eight years' law enforcement and 15 training points;

AND

3. Possession of a valid Class C California Driver license. Evidence of possession of this license does not have to be provided but is a condition of continued employment.

Applicants must meet minimum qualifications (1) and (3) above by application filing deadline to be considered a “qualified candidate”. Evidence of possession of the POST Intermediate Certificate must be submitted no later than 1600 on June 30, 2025, to dhrr-publicsafety@sfgov.org. Candidates who do not provide a certificate by June 30, 2025, will be disqualified from the selection process.

SELECTION PLAN

The selection process will consist of components such as the following: job knowledge test, job task simulation such as role-play and/or tactical exercises. A pass point will be established after administration of the job knowledge test, and only candidates scoring at or above that minimum passing score will be invited to participate in subsequent components of the examination. Final scores will be based on a composite of the scores from the job task simulation exercise(s). The job knowledge test is tentatively scheduled to be administered in April 2025, and the Assessment Center (AC) is tentatively scheduled to be administered in May 2025. Qualified applicants will be notified of the exact date, time, and location for the test components.

SELECTION PROCEDURES

Q050 Sergeant Examination Preparation Guides

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, as well as specific reading materials [e.g., Department Bulletins, Department General Orders, State and local penal codes, etc.] with which candidates should be familiar for test purposes. Preparation Guides for each component will be made available approximately thirty (30) days prior to the administration of the component.

Certification Rule:

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
- Discipline history

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 the Department of Human Resources/Examination Division of the Police Department within five (5) calendar days from the issuance date. 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

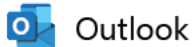
Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up to date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, 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 the exam analyst, Deana Kwan, at Deana.Kwan@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.



Re: Appeal

From Ochoa, Eduard (POL) <Eduard.J.Ochoa@sfgov.org>
Date Wed 3/19/2025 11:34 AM
To CivilService, Civil (CSC) <civilservice@sfgov.org>
Cc Lo, Jen (HRD) <jen.lo@sfgov.org>; DHR-Publicsafety, DHR (HRD) <dhr-publicsafety@sfgov.org>

I game asked DHR to allow me to submit a late q50 application. I was unable to complete it due to my military deployment. DHR has declined my request.

E. OCHOA

Sent via the Samsung Galaxy S24 Ultra, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: CivilService, Civil (CSC) <civilservice@sfgov.org>
Sent: Wednesday, March 19, 2025 11:14:05 AM
To: Ochoa, Eduard (POL) <Eduard.J.Ochoa@sfgov.org>
Cc: Lo, Jen (HRD) <jen.lo@sfgov.org>; DHR-Publicsafety, DHR (HRD) <dhr-publicsafety@sfgov.org>
Subject: Re: Appeal

Good morning Eduard Ochoa,

Kindly, could you please clarify what you are appealing?

Civil Service Commission Representative
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102
Office (628) 652 1110
Main (628) 652 1100
Fax (628) 652 1109

From: Ochoa, Eduard (POL) <Eduard.J.Ochoa@sfgov.org>
Sent: Tuesday, March 18, 2025 5:34 PM
To: CivilService, Civil (CSC) <civilservice@sfgov.org>
Cc: Lo, Jen (HRD) <jen.lo@sfgov.org>; DHR-Publicsafety, DHR (HRD) <dhr-publicsafety@sfgov.org>
Subject: Appeal

Please see attached appeal for the Q50 exam.



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

**DANIEL LURIE
MAYOR**

Sent via Email

NOTICE OF RECEIPT OF APPEAL

DATE: March 24, 2025
REGISTER NO.: 0056-25-4
APPELLANT: EDUARD JULIAN OCHOA

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

Dear Carol Isen:

The Civil Service Commission has received the attached letter from Eduard Julian Ochoa appealing the denial of late application submission for examination Q050 – Sergeant, Police Department after returning from Military deployment. 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. CSC Form 13 is available on the Civil Service Commission’s website at www.sf.gov/CivilService on the “File an action request for a Civil Service Commission hearing” page.

In the event Eduard Julian Ochoa’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 May 22, 2025**, so that it may be heard by the Civil Service Commission at its meeting on June 2, 2025. If you are unable to transmit the staff report by the May 22nd deadline, or if required departmental representatives will not be available to attend the June 2nd 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 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.

Sincerely,

CIVIL SERVICE COMMISSION



LAVENA HOLMES
Deputy Director

Attachment

Cc: Anna Biasbas, Department of Human Resources
Jeanne Buick, Department of Human Resources
Ben Houston, Police Department
Jen Lo, Department of Human Resources
Shawn Sherburne, Department of Human Resources



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

**DANIEL LURIE
MAYOR**

Sent via Email

March 24, 2025

Eduard Julian Ochoa
11761 Flynn Road North
Livermore CA, 94550
Eduard.j.ochoa@sfgov.org

Subject: Register No. 0056-25-4: Appealing the denial of late application submission for examination Q050 – Sergeant, Police Department after returning from Military deployment.

Dear Eduard Julian Ochoa:

This is in response to your appeal submitted to the Civil Service Commission on March 18, 2025, appealing the denial of late application submission for examination Q050 – Sergeant, Police Department after returning from Military deployment. 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 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. Please be sure to redact your submission of 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 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.

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.

To:

CC:

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 5th working day)**
☐ Employee Compensation Matters **(by close of business on 7th 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"

Eduard Julian Ochoa

201 Williams Ave San Francisco

415-671-2300

Full Name of Appellant

Work Address

Work Telephone

Q4

Police Officer

SFPD

Job Code

Title

Department

11761 Flynn Road North

Livermore

CA

94550

925-724-6026

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: Eduard.J.Ochoa@SFGOV.ORG

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

Does the basis of this appeal include **new** information not previously presented in the appeal to the Human Resources Director? If so, please specify.

Check One:

☒ Yes

☐ No

Original Signature of Appellant or Authorized Representative

03/18/2025

Date

CSC-12 (5/2021)

Date Received by Civil Service Commission: _____

[illegible]

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
MILITARY/CIVILIAN TEMPORARY DUTY (TDY) TRAVEL ORDER

1. Name of Traveler (Last Name, First Name, MI) Ochoa, Eduard	2. Employee ID 1253927	3. Grade/Rank IV/E-6	4. Current Duty Station CGIS PACIFIC REGION	5. Work Phone Number 510-437-2716
--	---------------------------	-------------------------	--	--------------------------------------

6. Departure Date 03/09/2025	7. Expected Date of Return to PDS 03/14/2025	8. Estimated Days 6	9. Order Issuing Authority CGIS PAC REG	10. Authorized days of leave Dates of LV: to
---------------------------------	---	------------------------	--	---

11. **BLANKET ORDERS** (Doc type 13 TONO) ☐ Unlimited Open ☐ Limited Open ☐ Repeat Travel
Period of travel from to (See Block 13 for Geographical location)

12. **FOR MEDICAL TRAVEL:** ☐ Inpatient ☐ Outpatient ☐ Attendant ☐ Escort

13A. REPORT TO: UNIT/CITY/COUNTY/ STATE/ZIP-CODE/COUNTRY BOSTON, MA	B. Purpose of TDY (Conference: Must have an approved conference attendance worksheet) Training	C. Dates of TDY (mm/dd/yy - mm/dd/yy) OST Inv Training 03/09/25 - 03/14/25
		-
		-

14. Remain Over Night (RON) awaiting transportation may be authorized for night(s) at (locality)

15. **PER DIEM**
Military: JTR, par. 0203/Civilian: FTR, par. 301-11
Max Locality Per Diem Rate: Lodging \$ 291 M&IE: \$ 92
(Lodging Receipts required for reimbursement)

QUARTERS
☐ GOV'T/GOV'T CONTRACTED ☐ No Cost ☐ Cost
☒ **COMMERCIAL** Lodging (Gov't Quarters NOT Available)

MESSING
☐ GOV'T Rate
☐ Mess for ALL three meals ☐ No Cost ☐ Cost
☐ Proportional Meal Rate
☐ Reduced/No M&IE of \$ (For Military: IAW COMDT (CG-1332) memo 4650 of)
☒ **COMMERCIAL RATE** (Full Locality Per Diem)

EXEMPTION ☐ Actual Expenses Authorized (JTR, par. 020307 & FTR, par. 301-11.300)
% per day allowed at for period

16. **MODE OF TRAVEL** (Mode of travel to TDY site and Return) (It is mandatory to arrange Official Travel through the TMC/CTO).
☒ Commercial Carrier (GTCC IBA Use)
☐ GOV'T Procured Transportation Tickets (GTCC CBA Use)
☐ GOV'T Owned Conveyance ☐ Auto ☐ Vessel ☐ Plane
☐ Privately Owned Vehicle (POV): ☐ Car ☐ Airplane ☐ Motorcycle
☐ POV is more advantageous to the Gov't JTR 020203.A.3.b.
☐ POV is authorized not to exceed the cost of a GTR \$

17. **TRAVEL AT TDY SITE:**
☐ Rental Car (compact)
☐ Upgrade Authorized-size (TMC/CTO use is mandatory)
☐ Local travel: taxi/bus/metro/other public conveyance

18. **AUTHORIZED REIMBURSABLE EXPENSES**
☒ Registration Fees: (if meals are included in the cost-report in Block 19, DD-1351-2)
☐ Baggage Fees

19. **REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS** (Itemized receipt required for commercial transportation and expenses \$75 or greater)
Requested for OST Investigations training in Boston, MA.
UCGIISQY25/ 3DCGISTRNG/ 77100 CGIS REGION - PACIFIC/ 2100C5
If Training, Insert Direct Access Course ID: If an entitlement authorized on this order conflict with the JTR, the JTR prevails.

20. **TRAVEL ADVANCE AUTHORIZATION:**
Travel advance is authorized in the amount of \$
☒ GTCC Holder
☐ Not a GTCC holder/Charged to TONO (Attach SF-1038)
☐ Not a GTCC holder/Charged to Debit Card (Attach SF-1038)

21. Coast Guard Travel Order Number (16 digits)										Travel funds are chargeable against: (if travel spans over FY's, provide TONO/Acct. string for both FY's)									
0 0 0 0 2 0 0 0 0 0										\$1,985.68									
0 0 0 0 2 0 0 0 0 0										0									
Doc Type	Fiscal Year	Site Code	C O	R D	Prog Element	Document Sequence	Suffix	Agy Code	Reg Dist	Appn Code	Lim Code	Allot Fund	Allot Lev	Program Element	Cost Center	Object Class	Estimated Cost		

22. FUNDS APPROVING OFFICIAL SIGNATURE (Print Name, Rank, Title) (Certified that funds have been obligated in FPD) CWO CHRISTOPHER WALKER	Date
---	------

23. If using Other Gov't Agency Funds Contact FINCEN (OGQ) and Insert Reimbursable Agreement Number (RAN):
Proceed and report to the places and in the order listed in block 13 above. Deviations should not be made to visit places or areas not listed in block 13 above, without prior written or verbal orders from proper authority. Upon completion of the TDY directed, return to this command and resume your regular duties.

Privacy Act Statement: In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard - 10 USC Section 2771. **Principal Purpose(s)** - Used to indicate member's intentions during travel. **Routine Uses** - Same. **Disclosure** - Disclosure of this information is voluntary, but without disclosure the member's request may not be approved.

24. AUTHORIZING/APPROVING OFFICIAL (AO) SIGNATURE (Print Name, Rank, Title, Phone #) YN1 DAVID DIAZ, CGIS PAC REG ADMIN, 510-437-2716	Date 02/19/2025
---	--------------------

25. TRAVELERS SIGNATURE IV1 EDUARD OCHOA	Date
--	------

26. Use this block to amend the order when not previously authorized after travel has been completed (may be handwritten).

Must be signed by AO Only:

Date:



City and County of San Francisco
Request for Leave and Leave Protections

For All Continuous and
Intermittent Absences of
More than 5 Days, Including
FMLA/CFRA

☐ New Request

☐ Request for Extension¹

Name: Eduard Ochoa DSW#: 50085 Class/Title: Q004/Police Officer III

Address: 260 Maple St. City: Livermore State: CA Zip: 94550

Contact No.: 925-724-6026 Home Email: EJ1317@gmail.com Dept.: SFPD/CVRT

Supervisor: A/LT. Damon Jackson

Employment Status: ☒ Permanent ☐ Probationary ☐ Exempt

Type of Leave and/or Job Protection Requested (Check All That Apply): ☐ Temporary ☐ Provisional

1. LEAVE REASON

Sick Leave for (check one): Attach Medical Certification

☐ My Own Illness or Care

☐ Pregnancy or Related Condition

☐ Child Bonding or Assumption of Child Rearing

(Birth/Placement Date: _____)

☐ Care for Ill Family Member

State Relationship and Type of Care to be Provided:

(attach separate sheet)

☐ City Family Care Leave (Permanent Employees Only)

☐ Personal Leave

☐ Educational Leave

☐ To Accept Other City Employment: ☐ TEX ☐ PEX

☐ Care for Next of Kin Covered Military Service Member

☐ Military Exigency Related to Deployment

☐ Reproductive Loss ☐ Bereavement

☒ Other, Please Specify: Military Leave

2. LEAVE PROTECTIONS²

☐ Family Medical Leave Act

☐ California Family Rights Act

☐ Pregnancy Disability Leave

☐ Kin Care

3. OTHER BENEFITS

☐ I will ☐ will not receive/apply for SDI, PFL or WC. Department will supplement other benefits with your accruals unless you elect not to do so.

☐ I **DO NOT** wish to supplement SDI/PFL/WC with accrued Sick Leave, Vacation, Compensatory Time, or Floating Holiday

4. PAY

For leave that allows pay options I wish to use or supplement other benefits with: ☐ SP ☐ VA ☐ CTE ☐ FH

Use of some accrued leaves are required for unpaid FMLA/CFRA or PDL leaves. Please note that pay options may only be allowed for certain leave types. Please inquire with your Human Resources Department for questions regarding your pay options.

5. AMOUNT OF LEAVE REQUESTED

☒ Continuous ☐ Intermittent ☐ Reduced Schedule From (dates) 03/10/2025 to 03/15/2025

For Intermittent Leave: How Many Leave Hours Per Day?: _____ How Many Absence Days Per Week? _____

OR

How Many Leave Hours Per Week?: _____ How Many Absence Days Per Month? _____

Proposed Reduced Work Schedule: Days: _____ Work Hours: _____

03/07/2025

Employee Signature

Date

PRINT NAME/TITLE	SIGNATURE	DATE	RECEIVED	APPROVE ²	DENY Discretionary
(Employee's Supervisor)	<u>Sgt. Damon Jackson #4093</u> <u>CVRT</u>	<u>3/11/25</u>	<u>3/11/25</u>	<u>YES</u>	
(Personnel Officer/Designee)					
(Appointing Officer/Designee)					

¹ Requests for extension of FMLA/CFRA or PDL leave must be submitted two weeks prior to the end of the currently scheduled FMLA/CFRA or PDL leave when practical. Failure to submit timely requests may delay granting the extension.

² FOLLOWING VERIFICATION OF ELIGIBILITY AND MEDICAL NECESSITY, CERTAIN LEAVES MUST BE DESIGNATED ON FORM FML 3, EVEN IF NOT REQUESTED. THIS FORM CANNOT BE USED TO APPROVE OR DENY FMLA, CFRA OR PDL PROTECTIONS. SIGNATURE ACKNOWLEDGES RECEIPT OF FMLA, CFRA OR PDL REQUEST ONLY.

³ Health Benefits: When you are on an unpaid leave, premiums for health coverage cannot be deducted from your paycheck. To maintain coverage, you must contact SFHSS 30 days of when leave begins to arrange for payment. sfhss.org/contact-us

Leaves of Absence - General Provisions

Leaves of absence are governed by the following general provisions:

1. Leave requests must be submitted to a department head or designee for approval.
2. A request for leave in excess of five days must be approved in advance on the appropriate form by the employee's supervisor, department's human resources representative, and the appointing officer/designee.
3. Employees who do not return to work when they are expected are absent without leave (AWOL) and may be subject to disciplinary action or automatic resignation.
4. Disapproval of certain types of leave may be appealed either through the grievance procedure in the respective collective bargaining agreement or the Civil Service Commission Rules.
5. Except for personal leave and in cases where the employee has obtained the prior approval of the appointing officer and the human resources director, an employee may not accept employment outside of the City and County service, other than military service, while on a leave of absence.

Employees should consult their human resources representatives if they have questions or need more information on any of the leaves or leave requirements described below.

Sick Leave: Except for leave under Labor code Section 233, sick leave requests for over five days must be certified by a licensed medical doctor, dentist, podiatrist, licensed clinical psychologist, Christian Science practitioner or licensed doctor of chiropractic medicine. Verification of sick leave for less than five days may be required on an individual basis. Employees are responsible for notifying their supervisors when they are unable to report for duty because of illness, and of the approximate date of their return to work. The duration of leave requested by the employee on this form should be the same as the duration certified as medically necessary by the health care provider. Only the amount of sick leave certified by the health care provider will be approved.

Family Care Leave: If an employee's leave to care for a newborn, newly adopted child or sick family member extends beyond the 12-week FMLA/CFRA leave maximum, or if the employee is not eligible for FMLA/CFRA leave, he or she may seek additional unpaid leave of up to a total of one year for any of the same reasons. This type of leave is available to permanent employees who have completed at least one year of service and is at the discretion of the department's appointing officer.

Family Medical Leave Act and/or California Family Rights Act (FMLA/CFRA): Eligible employees may take up to 12 workweeks of unpaid, job-protected leave in a 12-month period to care for themselves or family members who are ill, or for child bonding and military exigency. FMLA and CFRA contain similar provisions and may run concurrently in certain circumstances. However, there are specific situations where the leaves will not run concurrently, and employees may have separate 12-workweek leave entitlements for a total of up to 24 workweeks of job-protected leave. See *Notice of Eligibility, Rights and Responsibilities -- FML1* for more information on these leave entitlements.

Kin Care: Employees may take up to half of the sick leave they accrue annually to care for themselves, or for a child, parent, or guardian, spouse or registered domestic partner, grandchild, grandparent, or sibling. Employees have the right to designate sick leave as Kin Care for their own health conditions or that of a qualifying family member. Sick leave not designated as Kin Care may be included in absenteeism rates as a negative attendance factor.

Leave for Spouse/Registered Domestic Partner While Qualified Member on Leave From Deployment:

In compliance with the State of California Military and Veterans Code, a qualified employee who is a spouse or registered domestic partner of a qualified member of the Armed Forces, National Guard, or reserves shall be allowed to take up to 10 days of unpaid leave during a period of leave from deployment of the qualified member.

Jury Duty Leave: Employees must notify their supervisor when a jury summons is received. Any employee who is called to jury duty for a municipal, state or federal court during the employee's working hours is allowed their regular compensation less the amount of jury fees paid while serving as a juror. An employee called as a witness in a non-work-related matter may be granted leave without pay unless vacation leave or compensatory time is granted.

Educational Leave: Educational leave is unpaid and is generally available to permanent employees only. An employee may be granted leave not to exceed one year for the purpose of securing additional education in a field related to their position.

Religious Leave: Employees may be granted religious leave when personal religious beliefs require the abstention from work during certain periods of the workday or workweek. Religious leave is without pay unless a request to utilize accumulated compensatory time off, vacation time, or floating holidays is approved.

Leave to Accept Other City and County Employment. Leave to accept a temporary or exempt appointment in the City is available at the discretion of the department head for permanent civil service employees only.

Personal Leave: Permanent employees may request unpaid personal leave for up to 12 months within any two-year period. The department head has discretion to grant or deny requests for personal leave. With certain exceptions, temporary or provisional employees may request personal leave for a maximum of one month, and only if a replacement for their position is not required.

Leave Extension: An employee who wishes to extend a leave of absence must submit a completed Request for Leave form to their immediate supervisor or department's human resources representative at least two weeks, if practical, before the expiration date of the current leave. If the request is for sick leave, the employee must provide documentation from their health care provider.

Leave Abridgment: An employee who wishes to abridge a leave must submit an amended Request for Leave form before returning to work and, if the employee was on sick leave, the health care provider must certify that the employee is physically able to return to work.

Hyperlinks

[USERRA - Uniformed Services Employment and Reemployment Rights Act | U.S. Department of Labor](#)

[Military Service Related Leaves | Department of Human Resources](#)

[California Code, MVC 395.10.](#)