



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

**DANIEL LURIE
MAYOR**

Sent via Electronic Mail

September 4, 2025

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REQUEST FOR PROPOSED AMENDMENTS TO CIVIL SERVICE COMMISSION RULE 212 TO SUPPORT THE SAN FRANCISCO POLICE DEPARTMENT HIRING OF LATERAL AND EXTERNAL POLICE ACADEMY GRADUATE CANDIDATES.

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 **September 15, 2025, at 2:00 p.m.**

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

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

CIVIL SERVICE COMMISSION

LAVENA HOLMES
Deputy Director

Attachment

Cc: Carol Isen, Department of Human Resources
Kate Howard, Department of Human Resources
Anna Biasbas, Department of Human Resources
Lisa Pigula, Department of Human Resources
Jen Lo, Department of Human Resources
Claire McCaleb, Department of Human Resources
Chief Paul Yep, Police Department
Deputy Chief Nicole Jones, Police Department
Captain Sean Frost, Police Department
Lieutenant Monica MacDonald, Police Department
Louis Wong, SFPOA
Rockne A. Luca Jr., rlucia@rlslawyers.com
LaWanna Preston, Police Department
Benjamin Houston, Police Department
All Unions
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 Numbers: **n/a**
2. For Civil Service Commission Meeting of: **September 15, 2025**
3. Check One:
Ratification Agenda ☐
Consent Agenda ☐
Regular Agenda ☒
Human Resources Director's Report ☐
4. Subject: **Proposed Amendments to Civil Service Commission Rule 212 to Support the San Francisco Police Department Hiring of Lateral and External Police Academy Graduate Candidates**
5. Recommendation: **Adopt the report.**
6. Report prepared by: **Carol Isen** Telephone number: **628.652.0880**
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:  Kate Howard on
behalf of Carol Isen

Date: 09.03.2025
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

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MEMORANDUM

DATE: September 4, 2025

TO: Civil Service Commission

FROM: Carol Isen, Human Resources Director

SUBJECT: Proposed Amendments to Civil Service Commission Rule 212 to Support the San Francisco Police Department Hiring of Lateral and External Police Academy Graduate Candidates

Executive Summary

The San Francisco Department of Human Resources (DHR) is seeking amendments to Civil Service Rules to support the San Francisco Police Department (SFPD) hiring of lateral and external police academy graduate candidates. These rule amendments will assist in reducing the high vacancy rate for Q002 Police Officers.

The foundation of the current hiring process for Volume II – Uniformed Ranks of Police Department was established in 2000. DHR has collaborated with the SFPD extensively over the last 25 years to refine, simplify, and expedite the Q002 Police Officer hiring process to establish and maintain a competitive edge over other jurisdictions. However, SFPD has struggled to convert eligible candidates to lateral officers, often losing candidates during the post referral selection stage of the hiring process.

DHR is seeking to amend Rule 212 Eligible Lists – Police Department to discontinue the practice of online, public posting of the names of lateral and external academy graduate police officer candidates. The current practice exposes these candidates—who are actively employed by other law enforcement agencies and/or have successfully completed academy training—to actions by their employers to disincentivize or create a barrier to the transfer. Most other police departments do not publicly post the names of lateral or external academy graduate applicants and aligning with this standard should improve SFPD's competitiveness in attracting experienced officers. Lateral candidates and external academy graduates are particularly valuable because they are already trained, vetted, and ready to serve with minimal onboarding. This change is intended to protect candidate confidentiality, encourage more lateral and external academy graduate applications, and support more efficient and effective recruitment.

Background

Police hiring is currently highly competitive due to widespread staffing shortages and high vacancy rates across law enforcement agencies nationwide. Law enforcement agencies are aggressively competing for a limited pool of qualified candidates, particularly trained and experienced officers, i.e. officers currently serving in another law enforcement agency (lateral officers) and candidates who have completed a police academy at an external agency (external academy graduates), who may be appointed to positions more quickly and require less training time and costs. In this current environment, removing barriers that may discourage applicants from coming to San Francisco is essential to maintaining a competitive edge in recruitment.

Through its recruiting efforts, SFPD discovered that other jurisdictions are monitoring our lateral lists and are taking actions to disincentivize laterals and external academy graduates from pursuing a position with SFPD. In many cases, current employers may view an application to another agency as a lack of loyalty or commitment, leading to professional and/or interpersonal consequences for the applicant. This risk discourages qualified and experienced officers from applying for lateral positions with SFPD. The confidentiality of the application process is a significant factor in a lateral or external academy graduate candidate's decision to apply, especially given the sensitive nature of inter-agency transfers. Additionally, our lateral lists are sometimes used by other law enforcement agencies to identify and actively recruit those same candidates. This "poaching" undermines SFPD's recruitment efforts and reduces the likelihood of successful lateral and external academy graduate hires.

Lateral hires are highly desirable because they have already completed peace officer training, passed extensive background checks, and have practical on-the-job experience. Attracting more lateral candidates improves department readiness, reduces training costs, and accelerates the onboarding process. External academy graduate candidates are desirable as well, although they may not have any on-the-job experience, they have already completed peace officer training and can be onboarded more quickly.

Publicly Posted Eligible Lists and Comparability in the Bay Area

Currently, all eligible lists for the Uniformed Ranks of the San Francisco Police Department are publicly posted online in accordance with CSC Rule 212.9. This practice was originally implemented to promote transparency and provide the public with access to information about potential hires.

Most other bay area law enforcement agencies do not publicly post the names of lateral or external academy graduate applicants online. Law enforcement agencies comparable to SFPD including Oakland Police Department, San Jose Police Department and Sacramento Police Department do not publicly post the names of their lateral and external academy graduate applicants. This also includes the San Francisco Sheriff's department, which falls under Volume I of the rules and does not post eligible lists, including eligible lists with the names of lateral candidates. Aligning our practice with broader industry standards will enhance our

competitiveness in recruiting lateral and external academy graduate officers. Furthermore, while lateral eligible lists would no longer be posted online, they remain accessible to the public and can be requested through the California Public Records Act (PRA).

Backgrounding of Candidates

Transparency remains an important consideration in the lateral and external academy graduate hiring process. Lateral and external academy graduate candidates undergo the same comprehensive background investigation. Further, in addition to the background investigation conducted for all potential police officers, SFPD also contacts lateral candidate's current law enforcement agency and reviews their personnel files, Internal Affairs files and background files. This extra step provides SFPD with valuable insight into a candidate's professional conduct—insight that is not available for entry-level applicants.

Additionally, under California Senate Bill 2 (effective January 1, 2022), the Commission on Peace Officer Standards and Training (POST) is required to revoke or suspend the certification of any officer found to have engaged in serious misconduct, including excessive or unreasonable use of force. POST defines such “serious misconduct” to include dishonesty, abuse of power, and physical abuse, among other behaviors. If POST determines that an officer has engaged in misconduct and moves to decertify them—or if there is an unresolved POST case—the officer is ineligible for employment in any California law enforcement agency. Even if a candidate's current agency completes its own investigation and clears them, SFPD cannot hire them if POST has an open decertification case or a sustained finding. This process ensures both high standards of accountability and protection for the public, while maintaining transparency through adherence to statewide certification standards.

Recommended Revisions to Civil Service Commission Rule 212

The proposed Rule changes would exclude the lateral and the external academy graduate Police Officer eligible lists from being posted publicly online. While the general practice of posting entry-level Q002 Police Officer eligible lists and promotive eligible lists online remains unchanged, the new language clarifies that lateral police officer and the external academy graduate eligible lists will no longer be posted online.

The affected rule is Posting of the Tentative Eligible List (Rule 212)

The proposed revision to the text of rule 212 is provided in Attachment A.

DHR has met with the Police Officer's Association (POA) and has informed them of our intent in amending Rule 212, and the POA is receptive to the change. Also, the Office of the Mayor supports this change as part of its efforts to address Police hiring.

Authority

Pursuant to Charter Section 10.100, the CSC is specifically charged with “the duty of providing qualified persons for appointment to the service of the City and County.” Under Charter Section 10.101, the CSC is responsible for adopting rules, policies, and procedures to carry out the civil service merit system provisions of the Charter, including those governing seniority, leaves, and layoffs. It further states that changes to the Rules may be proposed by members of the Commission, the Executive Assistant or the Human Resources Director and approved or rejected by the Commission.

Conclusion

Discontinuing the public posting of lateral police officer and external academy graduate eligible lists online is a practical step toward protecting candidate confidentiality, reducing disincentives to apply, and enhancing our department’s ability to attract and hire experienced law enforcement professionals. Adoption and implementation of this rule change will also contribute to reducing the high vacancy rate for Q002 Police Officers.

Recommendation

DHR respectfully requests the Commission accept the report and post the proposed amended Rule.

Attachments

A: Volume II Rule Revisions
B: Letter from POA

Deletions in strikethrough – Additions in underline

Rule 212

Eligible Lists - Police Department

Applicability: Rule 212 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

Article I: Administration Of Eligible Lists

- Sec. 212.1** **Establishment of Eligible Lists**
- Sec. 212.2** **Discrete Eligible Lists**
- Sec. 212.3** **Continuous Eligible Lists**
- Sec. 212.4** **Duration of Eligibility on Continuous Lists**
- Sec. 212.5** **Duration of Discrete Eligible Lists and Eligibility**
- Sec. 212.6** **Extension of Eligibility**
- Sec. 212.7** **Cancellation of Eligibility – Entrance Appointments**
- Sec. 212.8** **Merging of Eligible Lists – Entrance Appointments**
- Sec. 212.9** **Posting of Tentative Eligible List**
- Sec. 212.10** **Documents Included in Inspection and Maintenance of Anonymity of Examiners**
- Sec. 212.11** **Appeal of Tentative Eligible List**
- Sec. 212.12** **Adoption of Eligible List**
- Sec. 212.13** **Official Adoption Date**
- Sec. 212.14** **Maintenance of Eligibility**

Article II: Holdover Status And Return To Duty

- Sec. 212.15** **Holdover Status and Return to Duty**

Rule 212

Eligible Lists - Police Department

Article I: Administration Of Eligible Lists

Applicability: Rule 212 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

Sec. 212.1 Establishment of Eligible Lists

Qualified participants successfully passing all phases of the examination shall be ranked on an “Eligible List” in the order of their total score.

Sec. 212.2 Discrete Eligible Lists

Discrete eligible lists are lists derived from examinations which are open for filing for a specific time period and in which the selection procedure is administered on a specific date or dates.

Sec. 212.3 Continuous Eligible Lists

A continuous eligible list may be used for a class after the Human Resources Director has designated the class as a “continuous list class.” Each time an examination for such a class is given, the names of the eligibles resulting from the examination shall be added to the existing eligible list, ranked by the eligible’s score on the examination taken. For eligibles with the same score, names shall be listed alphabetically.

Sec. 212.4 Duration of Eligibility on Continuous Lists

Each examination announcement for a continuous list class shall state the time period during which the names of eligibles successfully passing the examination will remain on the continuous list. This time period will be referred to as the “eligibility period.” The eligibility period of a continuous list shall not exceed forty eight (48) months. An eligible’s name shall be removed from a continuous list at the end of the eligibility period.

Sec. 212.5 Duration of Discrete Eligible Lists and Eligibility

As provided in these Rules, the duration of the eligible list shall be from twenty four (24) to forty eight (48) months. The exact duration shall be stated on the examination announcement. If the expiration date falls on a Saturday, Sunday or legal holiday, the removal of all names shall be effective at the close of business on the following business day.

Sec. 212.6 Extension of Eligibility

The Human Resources Director may extend an eligible list or eligibility period for up to one (1) additional year up to and not to exceed a total of four (4) years. Eligibles shall be notified of the extension or any change in the expiration of their eligibility.

Sec. 212.7 Cancellation of Eligibility - Entrance Appointments

The Human Resources Director may cancel an entrance appointment eligible list after the minimum duration of six (6) months. In canceling an eligible list, the Human Resources Director shall consider, among other factors, the number of eligibles remaining, the length of time since the selection procedures were administered, and labor market availability. Eligibles and the recognized employee organization representing the affected class shall be notified.

Sec. 212.8 Merging of Eligible Lists - Entrance Appointments

212.8.1 For entrance appointments the Human Resources Director may authorize the merging of an earlier list in a class with a later eligible list in the same class.

212.8.2 The names of eligibles from the earlier eligible list shall be interpolated with the names of eligibles on the later eligible list by score. Eligibles with the same score shall be listed in alphabetical order.

212.8.3 The duration of the merged eligible lists shall be established as provided elsewhere in these Rules and eligibles from the earlier eligible list shall have their eligibility extended accordingly.

Sec. 212.9 Posting of the Tentative Eligible List

212.9.1 Following the completion of an examination, a tentative eligible list shall be posted for public inspection for a minimum period as determined by the Human Resources Director not to be less than three (3) business days. In establishing the minimum period, the Human Resources Director shall consider, among other factors, availability of technology to facilitate the review of ratings, technology or method used for scoring, type of exam, number of eligibles, extent of access by eligibles to the means for receiving timely notification, the stability and reliability of the messaging platform in sending and receiving notifications, and complexity of the examination ratings.

Sec. 212.9 Posting of the Tentative Eligible List (cont.)

212.9.2 During the posting of the tentative eligible list, participants shall be allowed to inspect their scores, their examination papers, and the tentative eligible list. Except for the entry-level Police Officer eligible lists for lateral and external police academy graduate candidates, the tentative eligible list shall be posted on the City's official employment opportunity website and will be distributed to each Bureau and Division. A copy of the posting will be provided to the certified bargaining representative.

212.9.3 The City shall not post the entry-level Police Officer eligible lists for lateral and external police academy graduate candidates online.

Sec. 212.10 Documents Included in Inspection and Maintenance of Anonymity of Examiners

Inspection during the posting period of the tentative eligible list shall include the eligible's application, documents supporting qualifications to participate in the examination, written answer sheet, oral rating sheet and other papers needed to verify accuracy of scores. Neither the identity of the examiner giving any mark nor grade in an examination nor the questions or answers shall be provided.

Sec. 212.11 Appeal of Tentative Eligible List

During this inspection period participants shall be allowed to file protests allowed by this Rule. The inspection of the tentative eligible list, the candidate's scores and examination papers shall occur during a four (4) day period, two (2) days falling on either side of a weekend. Allowable protests of the tentative eligible list and/or scoring shall be filed during the four (4) day protest period of posting and inspection. Protests shall be limited to scoring miscalculations, typographical errors, computational errors in scoring, and the listing on a tentative eligible list of a person or persons allegedly ineligible for promotion. No protests shall be permitted that were or could have been raised at an earlier stage. The Human Resources Director shall not consider challenges merely because candidates believe they are entitled to a higher score. The decisions of the Human Resources Director on all matters related to this section shall be final and not subject to appeal to the Civil Service Commission.

Sec. 212.12 Adoption of Eligible List

212.12.1 If no appeals are received during the posting period, the eligible list shall be automatically adopted. Changes in an eligible list because of clerical or computational error shall not change the date of adoption of the eligible list.

212.12.2 The Human Resources Director may adopt an eligible list pending the resolution of any appeal. Eligibles who are reachable for certification may be certified. The decision of the Human Resources Director shall be final

and shall not be reconsidered by the Civil Service Commission.

Sec. 212.13 Official Adoption Date

- 212.13.1** Pending the official adoption of an eligible list, the tentative eligible list shall be posted. Any protests must be filed with the Human Resources Director/Police Department Examination Division as provided in these Rules. After the posting period and in the absence of protest on ratings, scorings or eligibility, the tentative eligible list shall automatically become official as posted.
- 212.13.2** If appeals are received during the applicable filing period under these Rules, the investigation and action of the Human Resources Director or his or her designee shall be expedited so that final adoption of the eligible list is not delayed beyond sixty (60) days after the date of posting except for reasons beyond the control of the Director or his or her designee.
- 212.13.3** Eligibles who, as a result of their ranking, would receive a notice of appointment regardless of the outcome of the protest(s), may be offered employment from adopted lists pending the resolution of any protest(s) and amendment of the adopted eligible list.
- 212.13.4** Changes in the eligible list because of clerical errors or re-ratings or computations shall not change the date of adoption of the eligible list.

Sec. 212.14 Maintenance of Eligibility

- 212.14.1** Except as otherwise provided in these Rules, eligibles who fail to possess or maintain the qualifications required by law and by the terms of the examination announcement under which they participated shall forfeit their eligibility.
- 212.14.2** Except for persons designated as “holdovers”, eligibles on a promotive only eligible list who are separated from the City and County service shall be removed from such eligible list. If re-employed and if the eligible list has not expired, upon written request and with the approval of the Human Resources Director, the person may be returned to the eligible list with previous rank on the list restored.
- 212.14.3** The Human Resources Director is authorized to remove eligibles from an eligible list in accordance with the conditions described above.

Rule 212

Eligible Lists - Police Department

Article II: Holdover Status And Return To Duty

Applicability: Rule 212 shall apply to all classes of the Uniformed Ranks of the San Francisco Police Department

Sec. 212.15 **Holdover Status and Return to Duty**

212.15.1 Holdover Roster - General Requirements

- 1) Subject to the provisions of this Rule, permanent or probationary civil service appointees who are laid off or placed on an involuntary leave of absence shall be designated as holdovers.
- 2) The names of holdovers shall be ranked on a holdover roster for the class or classes from which layoff occurs and in the order of total seniority in the class in the City and County service. Seniority prior to resignation or termination shall not be used in determining holdover rights in a class.
- 3) Holdovers shall be returned to duty in rank order from holdover rosters.
- 4) Holdovers shall, for a period of five (5) years from the date of layoff, have preference for appointment over eligibles on civil service lists, or employees requesting transfer, reinstatement, or reappointment. The Human Resources Director, upon review of all the circumstances, may extend the holdover status for such specified period of time as he/she may deem proper.
- 5) Holdover rosters shall be canvassed in the following order: first, permanent holdover rosters; then, temporary holdover rosters.
- 6) Permanent holdovers shall be returned to duty in temporary positions before temporary holdovers. Permanent holdovers shall displace any temporary or part-time exempt appointee in the same class in any City and County department. Permanent holdovers returned to duty in temporary positions shall retain their status on the permanent holdover roster. In the event of a displacement, the least senior temporary or part-time exempt appointee in the City and County service shall be laid off first.
- 7) Permanent holdovers in classes with citywide seniority for layoff purposes shall be entitled to displace only the least senior permanent employee in that class in City service. Holdovers who waive such appointment shall remain on the holdover list for subsequent permanent appointment to vacant positions, but may accept a temporary position in the class, if available.

Sec. 212.15 Holdover Status and Return to Duty (cont.)**212.15.1 Holdover Roster - General Requirements (cont.)****8) Exceptions to Return to Duty in Rank Order**

If two or more approved requisitions are on file, the Human Resources Director may permit holdovers in line for appointment, and in accordance with their standing on the roster, to select from the available requisitions the positions to which they desire appointment. In cases where holdovers on rosters who would be reached for appointment on requisitions, the Human Resources Director may consult with appointing officers and employees involved, and if it is in the best interest of the service, may offer out said positions to holdovers so as to make it possible for them to return to duty in the department from which laid off.

9) Holdovers who are notified that they are being returned to duty are required to respond to the Department of Human Resources within five (5) business days of the date of notification. The Human Resources Director may extend the time response period beyond five (5) business days. Failure of a holdover to respond within the time limits shall be considered a refusal of the offer and shall be subject to the penalty, if any, provided in this Rule.

10) Except as otherwise provided in these Rules, holdovers who fail to possess and maintain the qualifications required by law and by the terms of the examination announcement under which they participated shall forfeit their eligibility.

11) In all cases of change of address, the Department of Human Resources must be notified in writing separately for each class involved. Notice of change of address to the Post Office and/or the employee's current department only shall not be a reasonable excuse for special consideration in case of failure to respond to notice of return to duty within time limits.

12) Except as otherwise directed by the Human Resources Director, holdovers being returned to duty shall not be required to pass a new medical examination.

13) A properly completed copy of the designated report of layoff or involuntary leave of absence form shall be forwarded to the Department of Human Resources as soon as possible (in advance of the action if possible) so that the Department of Human Resources may record the action and

Sec. 212.15 Holdover Status and Return to Duty (cont.)**212.15.1 Holdover Roster - General Requirements (cont.)****13) (cont.)**

place the employee's name on a holdover roster for immediate consideration for return to duty.

14) Late reports of layoff shall not interfere with nor affect the rights of holdovers to whom notices of return to duty have already been mailed and who have been or may be returned to duty in response to such notices except as follows: A holdover with more than five (5) years of seniority in a class shall displace any appointee or any holdover who has been returned to duty who has less than five (5) years or seniority in the same class.

15) If there is no holdover roster for a class or if the holdover roster is exhausted, the Human Resources Director may authorize that a holdover be returned to duty from another holdover roster deemed suitable to temporarily provide the required service. If no other roster is available, the position shall be offered to eligibles on regular civil service eligible lists or to individuals requesting transfer, reinstatement or reappointment.

16) Holdovers returned to duty shall be reinstated with accrued compensatory time, if any, and with their original anniversary date for the purposes of computing sick leave and vacation benefits.

212.15.2 Holdover - Temporary Appointees

1) Appointees certified from an eligible list who have satisfactorily served under temporary appointment shall upon expiration of the list be designated a "temporary holdover."

2) Resignation from temporary appointment from a holdover roster or refusal of temporary appointment from a holdover roster cancels all temporary holdover rights in that class.

212.15.3 Holdover - Permanent and Probationary Appointees

1) A permanent or probationary appointee to a promotional or entrance position who is laid off shall be designated a "permanent holdover" and shall be returned to duty in a position in the class from which laid off from a holdover roster as provided in this Rule.

2) A permanent holdover returned to duty on a permanent basis in a department other than the one from which laid off shall serve a new probationary period.

Sec. 212.15 Holdover Status and Return to Duty (cont.)**212.15.3 Holdover - Permanent and Probationary Appointees (cont.)**

3) Return to duty of a permanent holdover to a position in the class from which laid off shall be subject to the following conditions:

4) Return to Duty - Department From Which Laid Off

Permanent Vacancy - A permanent holdover who refuses an offer to return to duty on a permanent basis in the department from which laid off shall forfeit all holdover rights in that class, and shall be removed from all rosters for that class. Such refusal of return to duty shall be deemed a resignation.

Temporary Vacancy - Permanent holdovers may refuse an offer to return to duty on a temporary basis in the department from which laid off without affecting future offers to be returned to duty. Waiver of temporary appointment shall not be removed without the permission of the Human Resources Director.

5) Return to Duty - Department Other Than the One From Which Laid Off

Permanent holdovers may refuse an offer to return to duty on a permanent or temporary basis in a department other than the department from which laid off without affecting future offers to be returned to duty. Such departmental waivers shall not be withdrawn without the approval of the Human Resources Director.

6) A permanent holdover who was laid off during the probationary period and who is returned to duty in the department from which laid off shall complete the remaining period of probationary service.

7) Transferees who are laid off during the probationary period shall be ranked on the permanent holdover roster for the class in accordance with their seniority in the class in the City and County service.

8) Permanent holdovers who resign or are released during the probationary period may be returned to the holdover roster from which appointed subject to the provisions of these Rules. Such holdovers shall not displace any current permanent or probationary employees, but shall remain on the list for subsequent permanent appointment to vacant positions and may accept a temporary position in the class, if available.



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August 29, 2025

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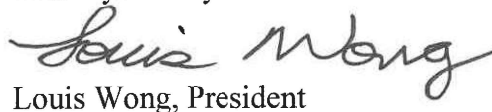
**Re: Civil Service Commission Rule 212 / Q002 Police Officer Lateral
Eligible Lists**

Dear Chairperson Favetti:

On behalf of the San Francisco Police Officers Association, I want to extend our enthusiastic and unequivocal support for the proposed amendment to Civil Service Rule 212. The San Francisco Police Department has been facing a critical and serious staffing shortage for quite a few years now. We at the SFPOA have been working collaboratively with the Police Department and DHR to address this structural staffing crisis. In that regard, we have put an extreme emphasis on recruiting qualified and experienced police officers from other agencies to the ranks of SFPD. That said, the proposal before the Commission from DHR clearly addresses this urgent need to entice additional qualified peace officers by alleviating a potential obstacle to the recruitment process.

We wholeheartedly support the amendment to Rule 212 and encourage the Commission to adopt the proposal as submitted by DHR.

Thank you for your consideration.



Louis Wong, President

cc: Ardis Graham, Employee Relations Director, CCSF (via email only)