



# DEPARTMENT NOTICE

23-022

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## **Department General Order 3.17 “Department Identification Cards” Update Packet #84**

The purpose of this notice is to announce the revised Department General Order 3.17, Department Identification Cards, adopted by the Police Commission on December 14, 2022.

Significant updates in this DGO include:

- **RETIREMENT**

Members who retire for service shall have a new digital photo taken and complete form, Retired Officer ID Card Information SFPD 505c, which shall include home address and phone number. Retired Officer ID cards will be mailed.

New retirees will be issued identification cards with a concealed weapon authorization for Law Enforcement Officer Safety Act (LEOSA) purposes expiring 5 years from the year of retirement unless otherwise denied or revoked. Denial or revocation decisions rest solely with the Chief of Police. Members who retired after January 1, 1981 may request a new identification card but must re-qualify at a range, as directed by the Department Range Master, to have concealed weapon authorization on their identification card. The Department Rangemaster will be responsible for all LEOSA certifications.

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former San Francisco Police Department officer who meets the following criteria (18 USC 926C; Penal Code 25455):

- (a) Separated from service in good standing from the San Francisco Police Department.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer and separated from service, after completing any applicable probationary period, due to a service-connected disability as determined by the Department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this Department where the officer acknowledges that they are not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by Federal or State law from receiving or possessing a firearm.

- **WORN/DAMAGE**

Any member whose identification card becomes worn or damaged prior to its expiration date shall submit a memorandum explaining the damage and request a replacement. In addition, members must complete SFPD Form 154 (Damage to Department Property). Commanding officers shall review such requests and approve as warranted. Upon approval, the Staff Services Division will issue a replacement identification card utilizing the current digital photo on file.

Sworn members are reminded of the following expiration date schedule for Identification card and DSW cards.

STAR Number EXPIRATION  
0001-0450 December 31, 2025  
0451-0900 December 31, 2026  
0901-1350 December 31, 2027  
1351-1800 December 31, 2028  
1801 -2499 December 31, 2029  
2700-2799 December 31, 2029  
4000-4399 December 31, 2029  
3000-3999 December 31, 2029 (Reserves)

\*Star number outside of the range listed above shall renew ID card every 5 years.

Questions regarding identification cards can be emailed to [Staffidcard@sfgov.org](mailto:Staffidcard@sfgov.org).

Members are expected to have a working knowledge of all directives as applicable to their respective assignment and comply with their provisions, per DGO 3.01.13. Members shall obey all written orders, policies, and procedures of the Department, per DGO 2.01, Rule 10.

Department General Order update packet #84 is attached to this notice and is available to members on the PowerDMS site.

References:

DGO 2.01 General Rules of Conduct; Department Property  
DGO 10.02 Uniform and Equipment  
DGO 11.08 Grooming Standards  
18 USC 926C  
25455 PC



WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*

## **Department Identification Cards**

### **3.17.01 PURPOSE**

This order establishes the policies and procedures for the issuance and replacement of Department Identification cards and City and County of San Francisco Disaster Service Worker Identification Cards.

- A. Issuance - All San Francisco Police Department employees will be issued an Identification card and a Disaster Service Worker (DSW) card, whether sworn or non-sworn, temporary, or permanent. Members appointed to another permanent rank or classification will be photographed and issued a new Identification card. Members shall comply with DGO 11.08 "Grooming Standards" for all Department Identification photos.

### **3.17.02 POLICY**

A. Expiration/Renewal/Retirement

1. Expiration - Identification cards will expire after 5 years. Sworn members' ID cards expire on December 31<sup>st</sup> of the expiration year. Civilian ID cards expire at the end of the month of the civilian employee's birth month. Identification cards issued to temporary non-sworn employees and recruit officers expire after 1 year.
2. Renewal - The Staff Services Division will notify members via Department Notice when their identification cards expire and will instruct members on the procedures for renewal. Members shall not dispose of their identification cards except through the Staff Services Division.
3. Retirement - Members who retire for service shall have a new digital photo taken and complete form, Retired Officer ID Card Information SFPD 505c, which shall include home address and phone number. Retired Officer ID cards will be mailed.

New retirees will be issued identification cards with a concealed weapon authorization for Law Enforcement Officer Safety Act (LEOSA) purposes expiring 5 years from the year of retirement unless otherwise denied or revoked. Denial or revocation decisions rest solely with the Chief of Police. Members who retired after January 1, 1981 may request a new identification card but must re-qualify at a range, as directed by the Department Range Master, to have concealed weapon authorization on their identification card. The Department Rangemaster will be responsible for all LEOSA certifications.

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  - (d) Has not entered into an agreement with this Department where the officer acknowledges that they are not qualified to receive a firearm qualification certificate for reasons related to mental health.
  - (e) Is not prohibited by Federal or State law from receiving or possessing a firearm.
- B. Surrendering Identification Cards - Identification cards shall remain the property of the San Francisco Police Department.
- 1. Resignation/Termination - Members who resign, or are terminated, shall turn in their identification cards to the Property Control Section or any member designated by the Chief of Police.
  - 2. Suspension - Members who are suspended shall surrender their identification cards to their commanding officer or any member designated by the Chief of Police.
  - 3. Exigent Circumstances - When ordered by a superior officer, a member shall immediately surrender their Department identification card.

### **3.17.03 PROCEDURES**

A. Replacing Identification Cards/Duties of Members

- 1. Lost or Stolen - In the event an identification card is lost or stolen, immediately notify the Staff Services Division and the Department Operations Center (during non-business hours) and complete a memorandum describing the circumstances. The member's commanding officer or designee must complete a supervisory investigation memorandum outlining the circumstances of the Lost or Stolen ID card. The completed memorandums shall be forwarded to the Staff Services Division.

- a. If an identification card is stolen, an incident report must also be prepared, and a copy submitted with a memorandum.
  - b. If the theft occurred outside the city, notify the appropriate law enforcement agency, and have an incident report made. If possible, obtain a copy of the incident report and attach it to the memorandum when submitting it to your commanding officer.
2. Worn/Damaged - Any member whose identification card becomes worn or damaged prior to its expiration date shall submit a memorandum explaining the damage and request a replacement. In addition, members must complete SFPD Form 154 (Damage to Department Property). Commanding officers shall review such requests and approve as warranted. Upon approval, the Staff Services Division will issue a replacement identification card utilizing the current digital photo on file.
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References

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DGO 10.02 Uniform and Equipment

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