



DEPARTMENT NOTICE

23-171

Published: 10/19/23

Expires: 10/19/26

SFPD Lactation Policy

(Supersedes DN 21-112)

Employees have the right to request lactation accommodations in recognition of the well-documented health advantages of breastfeeding for infants and mothers and in compliance with the Fair Labor Standards Act, California Labor Code, and San Francisco Administrative Code sec. 16.9-26. The San Francisco Police Department (SFPD) is committed providing a supportive environment to enable breastfeeding employees to express breast milk while at work.

- Employees may take a reasonable amount of time to express breast milk at break times and lunchtime. Flexibility regarding the timing of these scheduled breaks or the additional time required will be discussed with the ADA Coordinator (see attached form).
- The SFPD will designate a private space with an electrical outlet in close proximity to the employee's work area to express breast milk (see attached list). The lactation space shall be shielded from view, free from intrusion from co-workers or the public and may vary according to available empty rooms. Specific lactation locations will be discussed with the Americans with Disabilities Act (ADA) Coordinator.
- The SFPD will provide appropriate signage for privacy of areas designated for breastfeeding and expressing milk.
- Hand washing facilities and a refrigerator are available at all sites.
- Employees will be responsible for the safety and storage of the expressed milk. Expressed milk may be stored in the refrigerator provided and must be labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

Requests for lactation accommodations shall be directed to ADA Coordinator Penny Si at 415-837-7221 and received no later than 10 business days prior to returning from leave. Should the Department deny lactation accommodation, the Department will provide a written response identifying the basis for its denial. Retaliation against an employee for exercising their right to request lactation accommodation is prohibited.


Please immediately contact Facilities at sfpd.facilities@sfgov.org if any issues arise with the lactation space.

Complaint Procedure

Should a dispute arise regarding the Lactation Accommodation, you may file a complaint with the City and County of San Francisco's Human Resources Equal Employment Opportunity Division:

- at 1 South Van Ness, 4th floor, San Francisco, CA 94103
- by calling (415) 557-4900 or (415) 557-4810 (TTY)
- or going online to the DHR website: www.sfdhr.org.

Complaints may also be filed with the California Civil Rights Department (CRD), the U.S. Equal Employment Opportunity Commission (EEOC), or the California Labor Commissioner's Office.


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.