



# DEPARTMENT NOTICE

20-081  
05/05/20

## **Mandatory Sign-off of Department Issued Documents in HRMS, Human Resource Management System** (Supersedes DB 19-156)

All members of the San Francisco Police Department are required to electronically acknowledge receipt and review of Department issued documents in HRMS. These documents include, but are not limited to, the following:

- DB: Department Bulletins
- DN: Department Notices
- **RC: Roll Call Training**
- DS: A Department issued document requiring an electronic sign-off (DS).

Documents that require electronic acknowledgement shall state which classification(s) must complete the electronic sign off. These classifications include:

- Sworn Only
- Sworn and PSA
- Both Sworn and Non-Sworn

Members shall log into HRMS and follow these steps to review and electronically acknowledge pending documents/videos:

- In the Main Menu pane, select "SFPD Self Service."
- In the SFPD Self Service pane, select "Document Sign-Off."
- In the Document Sign-Off pane, select the "View Document" link to the specific document to be reviewed.
- After you have completed reviewing the document, check the document "Sign-Off" box and select "Yes" to confirm you have reviewed the document.
- When a member is done reviewing the documents, utilizing the steps outlined above, select "Save" at the bottom of the Document Sign-Off pane before exiting to record the updates.

Department General Order 3.02 defines "member" as any sworn officer or non-sworn employee of the San Francisco Police Department. This includes all non-sworn civilians and 960s currently employed with the San Francisco Police Department that have access to the Human Resource Management System (HRMS).

Members are required to electronically review and sign for all documents in their Self Service Page within 30 days of the document issue date.

Recruit officers assigned to the Training Division are required to sign-off on documents in HRMS once they have been trained and have access.

Training Coordinators and/or Commanding Officers **are not required** to have members physically sign the Training/Written Directives Log Form (SFPD444), or enter the above training into HRMS.

Training Coordinators, Platoon Commanders and Supervisors are responsible for discussing new Roll Call trainings with members in their unit. Training Coordinators are no longer required to have members sign the Acknowledgement Form and enter members into HRMS. Training Coordinators are responsible for ensuring members sign off on documents in HRMS, including Roll Call training.


Supervisors and Training Coordinators have access to view the sign-off status of members under their command via the SFPD Workforce Administration / Document Sign-Off Inquiry Page and Document Sign-Off Reports.

***Training Coordinators shall review the Document Sign-Off Inquiry Page once a month for members in their training group and ensure compliance of the posted documents.*** Coordinators shall remind members of the pending documents via email and copy the member's Supervisor or PIP Sergeant of any non-compliance status.

In addition to the unit level audits, the Professional Standards Unit will conduct random compliance audits. The HRMS non-compliance reports will be forwarded through the chain of command to the respective Bureau Chiefs for compliance.

Members not in compliance with this bulletin may be subject to discipline according to the disciplinary matrix. (See Disciplinary Penalty Referral Guidelines Manual)

The Department will ensure members have electronic access to these documents via SFPD-Intranet Webpage. Members are reminded to be familiar with the contents of Department Notices, Department Bulletins, Roll Call training, and Department documents listed in HRMS under their Self-Service tab (Document Sign-Off).

  
WILLIAM SCOTT  
Chief of Police

*Per this Department Notice, both sworn and non-sworn members are required to electronically acknowledge this Department Notice in HRMS. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about the directive.*