



DEPARTMENT NOTICE

20-150
10/16/20

All Department Members Shall Acknowledge Every Department Document Requiring an Electronic Sign-Off (Supersedes DN 20-081)

The SFPD sets the standard for professionalism and accountability, delivering police services to the community with safety and respect. Part of the effort to serve the community is ensuring we are accountable for the orders, policies and procedures that guide us. As members of the SFPD, we are responsible for acknowledging receipt and review of Department policies using PowerDMS.

Although the bulk of the Department is staffed by sworn members and the majority of policies are about law enforcement practices, non-sworn personnel are expected to be familiar with all policies as well, since their roles are contextually relevant as police employees.

All Department members shall acknowledge every Department General Order (DGO), Department Bulletin (DB), Department Notice (DN), Department Manual (DM) and any other document that is entered into PowerDMS requiring member acknowledgement. In general, documents that require sign off will have the following disclaimer at the bottom of the page:

"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 who will provide additional information."

The Department shall eliminate the separation of DBs and Notices into the three (3) classifications that correspond with who ("Sworn," "Sworn and PSA," "Sworn and Non-Sworn") is required to electronically sign-off.

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, reserve officers, and 960s currently employed by the Department. Recruit officers assigned to the Training Division are required to sign-off on documents in PowerDMS once they have been trained and have access.

All required department policy sign-offs shall be completed within 30 days of issuance. The Staff Inspection Unit will conduct compliance checks to ensure members have reviewed and signed off on all department policies. Members not in compliance with this Department Notice may be subject to discipline. Members on long term leave shall sign off on policies within 30 days of their return to work.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT
Chief of Police

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