



# DEPARTMENT NOTICE

23-177

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## Return to Pacific Standard Time

(Update to DN 21-160)

The State of California observes Daylight Savings Time which is the practice of setting the clock forward by one hour during Spring and setting the clock back one hour during Winter.

### Daylight Savings Ends – “Fall Back”

**At 2:00 a.m. on the first Sunday in November (November 5, 2023 for Fiscal Year 2023-2024), clocks automatically turn back one hour at 2:00 am to 1:00 a.m.**

Members who start their shift on November 4th and work up to or past 2:00 am on November 5th will work eleven (11) hours.

**For members whose watch begins on November 4, 2023, and if the member’s shift continues into November 5, 2023 for an extra hour, the member must submit an Overtime Card for one hour at the end of their watch (e.g. 0200–0300, 0700-0800) and use OT5 event number 210167 (38AIRDST for Airport Bureau members). The overtime reason, approving supervisor, and approved date and time are still required. The above changes in HRMS are critical in identifying the appropriate funding type and account. The corresponding event code must be entered into the HRMS system for members to be compensated.**

***OIC’s shall ensure that overtime is approved only for members who work additional time beyond the standard 10-hour shift.***

Any payroll questions should be directed to the unit’s assigned payroll clerk at (415) 837-7340.

Any questions regarding Airport payroll should be directed to the Airport payroll clerk at (650) 821-7008.

### ENFORCEMENT OF ALCOHOL BEVERAGE CONTROL ACT, SECTION 25631 B&P

#### Retail hours of sale

Any on or off sale licensee, or agent or employee of such license, who sells, gives, or delivers to any persons any alcoholic beverage or knowingly purchases any alcoholic beverages between the hours of 2 A.M. and 6 A.M. of the same day is guilty of a misdemeanor. For the purposes of this section, on the day that the change occurs from Pacific Daylight Time to Pacific Standard Time, “2 A.M.” means two hours after 12 midnight of the day preceding the day such change occurs.

  
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.writtendirectivessfgov.org](mailto:sfpd.writtendirectivessfgov.org) who will provide additional information.*