



DEPARTMENT NOTICE

24-025

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Statement of Economic Interests Filing

Certain sworn members and Professional Staff employees holding designated positions must disclose their financial interests as specified by their position's disclosure category on a form called Statement of Economic Interests – Form 700. These public filings help officials and employees monitor their financial interests, identify when those interests might conflict with their government actions, and take steps to avoid conflicts of interests.

For the San Francisco Police Department, the following positions are required to file a Form 700:

- Chief of Police
- Assistant Chief of Police
- Deputy Chief of Police
- Commanders
- Captains (Including LWLP in the position for over 30 days)
- Officer in Charge of Permits Unit
- Officer in Charge of Alcohol Licensing Unit
- Professional Staff Directors of
 - Strategic Communications
 - Fiscal
 - Forensic Services
 - Technology

Members and employees in the above positions shall file a Form 700 electronically on the [Ethics Commission's NetFile e-filing system](#). The Ethics Commission's website has instructions and a video detailing how to login, create a new password, and resources on how to file Form 700.

Members and employees must file a Form 700:

- No later than 30 days after assuming a position that requires filing.
- Then annually by April 1st of each year.
- No later than 30 days after leaving a position that requires filing.

Members and employees who fail to file Form 700 within 30 days after receiving notice from the Ethics Commission may be subject to disciplinary action by their appointing authority, including fines, penalties, removal from office, or termination of employment (SFCGCC [Section 3.1-102.5](#), Cal. Gov. Code 91013, SF Ethic Commission).

Sources:

San Francisco Ethics Commission

San Francisco Campaign and Governmental Conduct Code


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.