



# DEPARTMENT NOTICE

24-048

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## Timely and Accurate HRMS Entries

The maintenance of accurate and timely HRMS records is critical to the Department's efforts to staff events and maintain minimum staffing levels at district stations.

All platoon commanders and other members responsible for timekeeping are therefore reminded to enter all approved discretionary time-off requests as soon as possible to allow for the advanced planning of staffing needs.

All pre-planned vacation of members (results of vacation sign-ups, advanced requests for extended time off, etc.), and approved training should be entered into HRMS by members responsible for timekeeping **at least 30 days prior** to their effective dates. All other discretionary time off and approved training should be entered into HRMS at the time of approval.

These efforts will assist the Department in supporting the staffing of events and district stations as well as provide the maximum advanced notice possible to members affected by staffing adjustments or mandatory overtime.

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

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](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*