



# DEPARTMENT NOTICE

24-182

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## **Statement of Economic Interests Filing and Ethics Training** (Supersedes DN 24-025)

Certain sworn members and civilian 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. Those members must also be trained annually on ethics rules as determined by the Ethics Commission.

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

- 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
- Civilian Directors of
  - Strategic Communications
  - Fiscal
  - Forensic Services
  - Technology

Members and employees in the above positions shall file a Form 700 electronically and take ethics training 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 and complete ethics training:


- Annually by April 1<sup>st</sup> of each year.
- No later than 30 days after assuming a position that requires filing.
- No later than 30 days after leaving a position that requires filing (Form 700 only).

Members and employees who fail to file Form 700 or take ethics training 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](mailto:sfpd.writtendirectives@sfgov.org), who will provide additional information.*