



DEPARTMENT NOTICE

25-020

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HRMS Shift Identification Designations

Standardized procedures have been established for entering personnel hours and shift information into HRMS. The Commanding Officer shall ensure adherence to the following guidelines to maintain accurate and consistent shift entry.

Shift Identification – Field, Airport, and Special Operations Bureau & Any Unit on Platoon

Schedule:

- Shift 1 – Non-Sworn (Clerks, PSAs, 960s, etc.) & Modified Duty/Leaves/Pending DP Personnel
- Shift 2 – Day Watch & 11-9s
- Shift 3 – Swing & Midnight Watches
- Shift 4 – Special Events or Details
- Shift 5 – Training
- Shift 6 – Captain Staff, Plain Clothes, and unit level operations (Retail Theft Ops, Traffic Ops, etc.)

Shift Identification – Administration Bureau and Investigations Bureau & Any Unit on 4/10

Schedule:

- Shift 1 – Non-Sworn (Clerks, PSAs, 960s, etc.) & Modified Duty/Leaves/Pending DP Personnel
- Shift 2 – Friday Off 4/10s Schedule and Monday – Friday 8-Hour Schedule
- Shift 3 – Monday Off 4/10s Schedule
- Shift 4 – Special Events or Details
- Shift 5 – Training
- Shift 6 – Special Operations at the Unit Level


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.