



# DEPARTMENT NOTICE

25-058

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## **Injury & Illness Prevention Program and Code of Safe Practices** (Supersedes DN 24-121)

The San Francisco Police Department (SFPD) maintains an accessible, comprehensive, and actionable Health & Safety program known as our Injury & Illness Prevention Program or (IIPP).

The SFPD IIPP is written in accordance with California Code of Regulations (CCR), Title 8, General Industry Safety Orders, Section 3203. The SFPD is committed to the full implementation of this program. Our IIPP includes the following required elements:

- Responsibilities
- Compliance
- Communication
- Hazard Assessment
- Injury Reporting
- Hazard Correction
- Training
- Recordkeeping

All SFPD employees are responsible for their own safety and for contributing to a safe and healthful workplace for their co-workers by complying with our IIPP.

The Department has established the following Code of Safe Practices to support our IIPP:

1. All employees will follow these safe practices, performing their job tasks in as safe and as a responsible manner as possible, and are encouraged to report all unsafe conditions or practices to their supervisor or the Health & Safety Manager.
2. Employees are strongly encouraged to make scene safety and workplace safety the top priorities.
3. All injuries, regardless of severity, must be reported to supervisors within 24 hours or as soon as possible.
4. Employees are directed to ask for guidance when they do not fully understand how to perform a task safely. Employees must not undertake any task, use any tool, or operate equipment unless authorized and trained to do so.
5. Report all "close calls" or near accidents that do not result in injuries to the supervisor so that preventive measures may be taken.
6. All employees shall read and understand all Department Notices regarding performing their jobs in a healthy and safe manner.
7. Work must be well planned and supervised to prevent injuries and to promote a safe and healthy work environment.

8. Procedures and tactics should be based on planned responses to known hazardous situations to minimize risks.
9. Field staff are routinely trained to recognize and how to properly respond to situations in the field that pose extraordinary hazards.
10. Employees trained in the use of and equipped with firearms shall be instructed to ensure that all safeguards are in place and that all weapons be properly maintained, used, and stored within the scope of training.
11. Personal Protective Equipment (PPE) shall be made available and used appropriately to mitigate known hazards.
12. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
13. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
14. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees are prohibited.
15. Work areas, aisles, and exit paths must be kept clear and free from debris.

Employees have the right to examine and receive a copy of our IIPP. Our IIPP is available on the SFPD Intranet at: [REDACTED], in PowerDMS, or by contacting the Health & Safety Manager at: [REDACTED]

  
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.*