Personnel Transfers

11.06.01 PURPOSE

The purpose of this order is to establish transparent procedures on how personnel transfers are considered and processed within the San Francisco Police Department (Department).

11.06.02 DEFINITIONS

A. P-1 Transfer – A transfer of permanent assignment at the request of the member.

B. Transfer Survey – A time limited notification sent to eligible members by the Staff Services Division.

C. Transfer Request List – A waitlist of transfer requests for each available assignment, commonly referred to as the "P-1 List".

D. Extended Loan Assignment – A temporary assignment to a unit which may or may not have a specified maximum duration.

11.06.03 POLICY

The Department will conduct personnel transfers in a transparent, impartial, and fair manner. In all cases, the authority for personnel transfers rests with the Chief of Police.

11.06.04 PROCEDURES

A. Transfer Request Lists

1. Members must complete the probationary period of their current rank before being added to a Transfer Request List.
2. Officers and Sergeants may have their names on up to four Transfer Request Lists at one time. Each request must be for a different assignment.
3. Only the following assignments are included on the Transfer Request Lists:
   a. Eligible P-1 Transfer Assignments:
      i. District Stations
      ii. Airport Bureau

4. The following assignments are no longer eligible for P-1 or P-2 transfers. The affected P-1 and P-2 Transfer Request Lists will be discontinued on the effective date of this policy.

PROPOSED

Assignment to these units will be made as extended loan assignments as described in Section 11.06.05:

a. Property Division
b. Range Staff
c. City Canine Unit
d. Airport Canine Unit
e. Mounted Unit
f. Bomb Squad
g. Hondas (Tactical Company – Motorbikes)
h. Solos
i. All assignments not listed in 11.06.04 (A)(3) or 11.06.06(A)
j. All investigative assignments not listed in 11.06.06(A)

5. Members transferred into an assignment through the P-1 Transfer Request List before the effective date of this policy shall retain permanent assignment status.
6. Members transferred into an assignment through the P-2 Transfer Request List before the effective date of this policy shall be allowed to complete their P-2 term.
7. Transfer requests remain active on the Transfer Request Lists until:
   a. The member is promoted to another rank and completes probation.
   b. The request is withdrawn by the member.
   c. The member declines or fails to respond to the transfer and is surpassed.
   d. The member is transferred to the requested unit.
   e. The member separates from the Department.

8. To submit a transfer request, members can find the procedures in the Staffing and Deployment Unit Order XX-XXX or the most current Department Notice.
9. If multiple transfer requests for the same Transfer Request List are received on the same date, resulting in a tie, the following criteria shall be applied, in order, until the tie is resolved:
   a. Highest seniority in the rank.
   b. Social Security Number tie-breaking procedure.

B. Transfer Survey

1. A member's failure to respond to the transfer survey by the expiration date will be treated like a declined response.
2. If a member works at least one shift during the survey response period, they will be considered notified. Transfer survey service will be verified electronically through email and audit trails.
3. If a member was unable to receive their survey due to a work absence (such as vacations), the member will retain their position on the Transfer Request List until the next survey cycle, despite their non-response by the deadline.
4. Members who are less than full duty will not be eligible for transfer until they become full duty or by order of the Chief of Police.

PROPOSED

C. Ineligible Members – Commissioned Officers holding the rank of Lieutenant or above cannot submit transfer requests and are subject to transfer by the Chief of Police at any time.

11.06.05 EXTENDED LOAN ASSIGNMENTS

A. Eligible Assignments – All assignments not designated as P-1 or staffed at the discretion of the Chief are designated as extended loan assignments and will be filled through an application and interview process.

B. Application and Interview Process for Extended Loan Assignments – The Department will conduct the interview and placement process in a transparent, impartial, and fair manner.

1. Failure to submit applications within the stated timelines shall result in the member's disqualification.
2. If fewer than three (3) applicants apply for a position, the Department may repost the assignment to obtain a broader applicant pool.
3. After all applicants complete the interview process, the Staff Services Division will compile a list of applicants. Applicants will be notified of their selection status at the conclusion of the process.
4. Staff Services Division will determine if any additional unit-specific testing is necessary.

C. Transfer Into Extended Loan Assignments – All transfers, as a result of an extended loan assignment, will be noted as "Extended Loan" on the Personnel Order.

D. Transfer Out of Extended Loan Assignments

1. Extended loan assignments shall continue until termination is sought by either the member or the member's Commanding Officer.
2. Members wishing to terminate their extended loan assignment shall make a notification via memorandum through their chain of command to their Commanding Officer.
3. Commanding Officers wishing to remove a subordinate member from and extended loan assignment under their command shall make that request via a memorandum through their chain of command to their Deputy Chief.
4. Members on extended loan assignments can accept a transfer out of the assignment at any time.
5. When an extended loan assignment ends, a member who does not have a permanent assignment to return to shall be reassigned based on the needs of the Department.

E. Transfer Survey Waivers While on an Extended Loan Assignment

1. A "YES" response from members on an extended loan assignment will indicate that the member desires to be transferred at that time.
2. A "NO" response or non-response from members on an extended loan assignment will indicate that the member does not desire to be transferred at that time. Members on

PROPOSED

extended loan assignments are given an automatic waiver and will retain their seniority on the Transfer Request List.

F. Units Needing to Fill Staff Vacancies

1. Units should first obtain Deputy Chief approval to fill vacancies and forward the request to the Staff Services Division.
2. The Staff Services Division manages the qualifications requirements, job posting, and the selection process.
3. After interviews conclude, the Staff Services Division compiles a list of applicants and notifies applicants of their selection status.

11.06.06 UNITS STAFFED AT THE DISCRETION OF THE CHIEF OF POLICE

A. The following units are staffed at the discretion of the Chief of Police:

1. Chief's Office Staff
2. Police Commission Office
3. Internal Affairs – Administration (IAD)
4. Internal Affairs – Investigative Services Detail (ISD)
5. Special Investigations Division – Mayor's Detail
6. Any other specialized division or unit as needed at the discretion of the Chief of Police

B. These units do not require applications, interviews, or job announcements.

PROPOSED

PERSONNEL TRANSFERS

11.06.01 PURPOSE

~~This~~ The purpose of this order is to establish~~es~~ transparent procedures on how personnel ~~policies regarding~~ transfers are considered and processed within the San Francisco Police Department (Department) ~~of sworn personnel, and outlines procedures for requesting or initiating transfers~~.

~~I. OBJECTIVES~~

~~The Department will seek to attain the following objectives in personnel distribution:~~

~~A. Openness, fairness and objectivity in selecting officers for transfer.~~

~~B. Maximum advance notice to officers selected for transfer.~~

~~C. Increased and impartial opportunities for officers selected for transfer.~~

~~D. Broadened in-service training and development of new occupational skills for officers~~.

11.06.02 DEFINITIONS

A. P-1 Transfer – A transfer of permanent assignment at the request of the member.

B. Transfer Survey – A time limited notification sent to eligible members by the Staff Services Division.

C. Transfer Request List – A waitlist of transfer requests for each available assignment, commonly referred to as the "P-1 List".

D. Extended Loan Assignment – A temporary assignment to a unit which may or may not have a specified maximum duration.

~~II. TRANSFER AUTHORITY~~ 11.06.03 POLICY

The Department will conduct personnel transfers in a transparent, impartial, and fair manner. In all cases, the authority for personnel transfers rests with the Chief of Police. ~~The Personnel Division will process all transfer requests, maintain records of transfer requests, and issue transfer orders subject to the approval of the Chief of Police.~~

~~III. TYPES OF TRANSFERS~~

~~A. REQUEST BY OFFICER~~

~~B. REQUEST BY COMMANDING OFFICER~~

~~C. BY ORDER OF THE CHIEF~~

~~IV. REQUEST BY OFFICER~~ 11.06.04 PROCEDURES

A. ~~EXCEPTIONS.~~ ~~All officers may request transfers with the following exceptions:~~
Transfer Request Lists

~~1. COMMISSIONED OFFICERS. Lieutenants, captains and exempt ranks (e.g., commanders, deputy chiefs) are commissioned officers and are subject to transfer by the Chief of Police at any time. Commissioned officers are not eligible to submit transfer requests.~~

~~2.~~ 1. ~~PROMOTIONS/PROBATIONARY OFFICERS. An officer who is promoted to another rank will have his/her previous transfer requests voided, and unless directed by the Chief of Police, the officer will be transferred from his/her current assignment. Probationary officers (regardless of rank)~~ Members must complete the~~ir~~ probationary period of their current rank before being added to a Transfer Request List ~~submitting transfer requests~~.

2. ~~When completing a Transfer Request (SFPD 23A), patrol o~~*Officers and* ~~s~~*Sergeants may* ~~make~~ have their names on *up to four* Transfer Request Lists at one time ~~(4) selections for transfer within the Field Operations, Airport and/or Administration Bureaus combined~~. Each request must be for a different assignment.

3. ~~EXEMPT POSITIONS. Units reporting directly to the Chief and Assistant Chief are exempt from the transfer policy. Assignment to the Special Investigations Division and the Vice, Narcotics, Backgrounds, Air Support, Marine Unit and the Medical Liaison Units are also exempt.~~[1] Only the following assignments are included on the Transfer Request Lists:

a. Eligible P-1 Transfer Assignments:
   i. District Stations
   ii. Airport Bureau

4. The following assignments are no longer eligible for P-1 or P-2 transfers. The affected P-1 and P-2 Transfer Request Lists will be discontinued on the effective date of this policy. Assignment to these units will be made as extended loan assignments as described in Section 11.06.05:
   a. Property Division
   b. Range Staff
   c. City Canine Unit
   d. Airport Canine Unit

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[1] ~~**Officers interested in these positions are encouraged to apply to the Chief of Police on memorandum (SFPD 68) directed through the chain of command.**~~

e. Mounted Unit
f. Bomb Squad
g. Hondas (Tactical Company – Motorbikes)
h. Solos
i. All assignments not listed in 11.06.04 (A)(3) or 11.06.06(A)
j. All investigative assignments not listed in 11.06.06(A)

5. Members transferred into an assignment through the P-1 Transfer Request List before the effective date of this policy shall retain permanent assignment status.
6. Members transferred into an assignment through the P-2 Transfer Request List before the effective date of this policy shall be allowed to complete their P-2 term.
7. ~~ACTIVE REQUESTS. Currently, t~~T*ransfer requests remain active* on the Transfer Request Lists *until*:
   a. ~~t~~T*he member is promoted to another rank* ~~or until~~ and completes probation.
   b. ~~t~~T*he request is withdrawn by the member.*
   c. The member declines or fails to respond to the transfer and is surpassed.
   d. The member is transferred to the requested unit.
   e. The member separates from the Department.

8. To submit a transfer request, members can find the procedures in the Staffing and Deployment Unit Order XX-XXX or the most current Department Notice.
9. If multiple transfer requests for the same Transfer Request List are received on the same date, resulting in a tie, the following criteria shall be applied, in order, until the tie is resolved:
   a. Highest seniority in the rank.
   b. Social Security Number tie-breaking procedure.

B. ~~PERSONNEL DISTRIBUTION REPORT.~~ Transfer Survey ~~Once a year the Department will publish and distribute a Personnel Distribution Report. The report will show the number of personnel by rank and Department seniority[2] currently assigned to each unit within the Department. The report will also list the number of currently budgeted vacancies for each unit.~~

1. A member's failure to respond to the transfer survey by the expiration date will be treated like a declined response.
2. If a member works at least one shift during the survey response period, they will be considered notified. Transfer survey service will be verified electronically through email and audit trails.
3. If a member was unable to receive their survey due to a work absence (such as vacations), the member will retain their position on the Transfer Request List until the next survey cycle, despite their non-response by the deadline.
4. Members who are less than full duty will not be eligible for transfer until they become full duty or by order of the Chief of Police.

~~[2] As used in this section, "Department Seniority" shall be based on the date of hire, i.e., the date the member was appointed as a sworn officer.~~

C. ~~TRANSFER REQUESTS.~~ Ineligible Members - ~~Transfers made at the request of officers (i.e., patrol officers, inspectors and sergeants) will be made according to the following provisions: COMMISSIONED OFFICERS.~~ Commissioned Officers holding the rank of *Lieutenant*~~s,~~ or above cannot submit transfer requests ~~captains and exempt ranks (e.g., commanders, deputy chiefs) are commissioned officers~~ *and are subject to transfer by the Chief of Police at any time.* ~~Commissioned officers are not eligible to submit transfer requests.~~

~~1. NUMBER OF REQUESTS~~

~~a. When completing a Transfer Request (SFPD 23A), patrol officers and sergeants may make up to four (4) selections for transfer within the Field Operations, Airport and/or Administration Bureaus combined.~~

~~b. Inspectors, when completing a Transfer Request (SFPD 23A) may make up to four (4) selections for transfer within the Investigations Bureau.~~

~~c. Members holding both the rank of Inspector/Sergeant may make up to (3) three selections for transfer to the Investigations Bureau (SFPD 23A) and a total of three (3) selections either to the Airport, Field Operations and/or Administration Bureau.~~

~~2. ACTIVE REQUESTS. Currently, transfer requests remain active until the member is promoted to another rank or until the request is withdrawn by the member.~~

~~D. TRANSFER SENIORITY LIST.~~ ~~Each year the Department will publish and distribute a Transfer Seniority List showing officers who are requesting transfer into each unit.~~

~~E. SELECTION PROCESS.~~ ~~Officers will be selected for transfer based on the seniority of their request, i.e., the officer with the oldest request on file for the unit will be selected first. The following is an exception:~~

~~1. TACTICAL UNIT. In addition to the criteria stated above, applicants requesting transfer into the Tactical Unit must successfully complete the Tactical Entry Test and participate in an interview process.[3] Officers will be selected for transfer into the Tactical Unit based solely on the results of these tests and interviews.~~

~~F. WAIVING TRANSFER.~~ ~~An officer declining a transfer to a unit that he/she has requested will be removed from future transfer consideration to that particular unit. No waivers will be accepted; however, officers declining a transfer because they are physically unable to perform the duties of the position due to pregnancy, or a temporary illness or injury, will not be dropped from future transfer consideration.~~

~~Exception: Members on the Tactical, EOD, Canine and Solo Motorcycle list as of March 1, 1999 will be allowed one waiver.~~

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[3] **~~All applicants will be tested. Information regarding the Tactical Entry Test and interview process will be provided to applicants at least 2 months prior to testing.~~**

~~**G. TRADE.** Officers in the Tactical, EOD, Canine and Solo Motorcycle units will be allowed to make a one-for-one trade between FOB and the Airport Bureau, provided all qualifying and training requirements are met for the respective units.~~

~~**H. TRANSFER COMMITMENT.** To compensate for the cost of training, officers transferred into certain specialized units may be required to remain in the unit for a minimum of three years.~~

~~**I. SUBMITTING AND PROCESSING TRANSFER REQUESTS.** In order to request a transfer, an officer must complete a Transfer Request (SFPD 23A) and submit it to his/her commanding officer.~~

~~1. DUTIES OF THE COMMANDING OFFICER. The commanding officer shall approve or disapprove and forward the request to the Personnel Division.~~

~~2. DUTIES OF THE DEPUTY CHIEF. The Deputy Chief must approve or disapprove and forward the request to the Personnel Division.~~

~~3. DUTIES OF THE PERSONNEL DIVISION~~

~~a. The Personnel Division will return certified copies of approved transfer requests submitted by officers. Officers should retain a copy of their certified transfer request for their records.~~

~~b. If a transfer request is not approved, the Commanding Officer of the Personnel Division shall notify the officer in writing and include the reasons for disapproval.~~

~~V. TRANSFER REQUEST BY COMMANDING OFFICER~~ 11.06.05 EXTENDED LOAN ASSIGNMENTS

A. ~~CONCURRENCE AND APPROVAL.~~ ~~Transfers made at the request of a commanding officer will be made only with the concurrence of the appropriate deputy chief and with the final approval of the Chief of Police.~~ **Eligible Assignments –** All assignments not designated as P-1 or staffed at the discretion of the Chief are designated as extended loan assignments and will be filled through an application and interview process.

B. ~~INITIATING A TRANSFER~~ Application and Interview Process for Extended Loan Assignments – The Department will conduct the interview and placement process in a transparent, impartial, and fair manner.

1. ~~OUT OF THE UNIT. Commanding officers wishing to transfer an officer out of their respective units must submit a memorandum through channels to their deputy chief. If the unit reports directly to the Chief, the memorandum must be submitted directly to the Chief of Police.~~ Failure to submit applications within the stated timelines shall result in the member's disqualification.

~~a. The memorandum must contain explicit reasons for the transfer and provide necessary documentation. Examples may include:~~

~~(1) The officer has demonstrated an inability or an unwillingness to perform assigned duties. The memorandum must also describe efforts made to improve the officer's performance.~~

~~(2) The officer needs additional training to perform his/her assigned duties, and training cannot be provided within the unit.~~

2. If fewer than three (3) applicants apply for a position, the Department may repost the assignment to obtain a broader applicant pool.
3. After all applicants complete the interview process, the Staff Services Division will compile a list of applicants. Applicants will be notified of their selection status at the conclusion of the process.
4. Staff Services Division will determine if any additional unit-specific testing is necessary.

C. Transfer Into Extended Loan Assignments – All transfers, as a result of an extended loan assignment, will be noted as "Extended Loan" on the Personnel Order.

D. Transfer Out of Extended Loan Assignments

1. Extended loan assignments shall continue until termination is sought by either the member or the member's Commanding Officer.
2. Members wishing to terminate their extended loan assignment shall make a notification via memorandum through their chain of command to their Commanding Officer.
3. Commanding Officers wishing to remove a subordinate member from and extended loan assignment under their command shall make that request via a memorandum through their chain of command to their Deputy Chief.
4. Members on extended loan assignments can accept a transfer out of the assignment at any time.
5. When an extended loan assignment ends, a member who does not have a permanent assignment to return to shall be reassigned based on the needs of the Department.

E. Transfer Survey Waivers While on an Extended Loan Assignment

1. A "YES" response from members on an extended loan assignment will indicate that the member desires to be transferred at that time.
2. A "NO" response or non-response from members on an extended loan assignment will indicate that the member does not desire to be transferred at that time. Members on extended loan assignments are given an automatic waiver and will retain their seniority on the Transfer Request List.

F. Units Needing to Fill Staff Vacancies

1. Units should first obtain Deputy Chief approval to fill vacancies and forward the request to the Staff Services Division.

2. The Staff Services Division manages the qualifications requirements, job posting, and the selection process.
3. After interviews conclude, the Staff Services Division compiles a list of applicants and notifies applicants of their selection status.

11.06.06 UNITS STAFFED AT THE DISCRETION OF THE CHIEF OF POLICE

A. The following units are staffed at the discretion of the Chief of Police:

1. Chief's Office Staff
2. Police Commission Office
3. Internal Affairs – Administration (IAD)
4. Internal Affairs – Investigative Services Detail (ISD)
5. Special Investigations Division – Mayor's Detail
6. Any other specialized division or unit as needed at the discretion of the Chief of Police

B. These units do not require applications, interviews, or job announcements.

DANIEL LURIE
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
HEADQUARTERS
1245 3RD Street
San Francisco, California 94158

DERRICK J. LEW
CHIEF OF POLICE

November 18, 2026

Dear Honorable President Clay,

RE: **DGO 11.06, *Personnel Transfers***

On March 5, 2024, the voters approved Proposition E ("Prop E"), an initiative ordinance requiring the Commission and the Police Department to engage in a community engagement process before the Commission may agendize "any proposal to establish, modify, or abolish policies or procedures related to Department operations." (Admin. Code§ 961.l(a).) The community engagement process is intended to help the Commission and Department receive public feedback on whether proposed changes to policies and procedures governing Department operations will impact the Department's ability to efficiently and effectively serve the community. The purpose of this process is to "describe the existing policies and procedures," "solicit feedback on their implementation and impacts," and "identify possible changes" rather than to consider or advocate for specific draft proposals. Prop E allows the Chief of Police to waive the community engagement process provided that certain conditions are met.

I, Derrick J. Lew, Chief of Police, have considered the following factors as required by Prop E:

- The proposed changes concern only internal personnel procedures and are unlikely to have a substantial impact on the Department's ability to serve the community.

After considering all the factors, **I hereby waive the community engagement process for Department General Order 11.06, *Personnel Transfers.***

Sincerely,

DERRICK J. LEW
Chief of Police

DGO 11.06 Public Comment Joint Responses
Public Review Period: 12/9/25 - 1/23/26

#	Public Comment	Date Received	SFPD response	SFPD Explanation	DPA Explanation
R1	In section 11.06.04.A.7.F.f In certain situations, involving multiple surveys. This line could be clarified more. Overall I like the new GO a lot and it cleans up the process. Provides clarity in how to get these assignments, especially specialized ones.	**12/9/25**	Recommendation will be modified and included in the draft DGO	The section has been removed and will be included in an upcoming Department Unit Order.	DPA agrees with the change proposed.
R2	In section 11.06.04 Section 4, removing these units from the P1, I believe would make it so that a "good old boy network" would be the deciding factor in who is able to go to certain units. The P1 system is not perfect, but it is fair, because there is no arguing who put their name on name on a certain list at a certain time. It would be better to either overhaul the P1 system and create rules on length of time someone can stay on a P1 list or to add the units mentioned in section 4 to the P2. Allowing certain people to be the deciding factor is what will lead to nepotism and favoritism rather than who waited in line, or on a P1. Thank you.	**12/10/25**	Recommendation will not be included in Draft DGO	The Department understands the concern that moving these assignments away from the P-1 system could create opportunities for favoritism, and we take that concern seriously. Under the proposed process, the Staff Services Division, which serves as the Department's Human Resources function, will be involved throughout the application, qualification, interview, and selection process. Candidates will be considered based on their qualifications, experience, and demonstrated ability to perform the assignment, rather than personal relationships or informal recommendations. The Department believes this structured oversight will make the process both fairer and more transparent and will help reduce the potential for favoritism.	No additional comment
R3	What is the purpose of differentiating between P-1 and P-2? Why were Solos and Hondas chosen to be selected by P-2 instead of an application process vs other units? Special unit assignment selection should be consistent.	**12/10/25**	Recommendation has been included in draft DGO	The Department agrees that special unit assignment selections should be consistent. The P-2 will be eliminated and replaced as an extended loan assignment.	DPA agrees with the change proposed.
R4	What does the P in P-1 and P-2 stand for? Maybe spell this out. Is the Transfer Survey just a notification as it is currently defined, or is it a Survey that members can fill out? How do you get on the Transfer Request List, is it by filling out the survey.	**12/10/25**	Administrative Question and Answer- not for inclusion in DGO	The "P" in P-1 and P-2 stands for "personnel." A Transfer Survey is more than a notification. It is sent to members already on a Transfer Request List and requires them to indicate whether they accept or decline the opportunity to transfer. The survey itself does not place a member on a Transfer Request List. To be added to or removed from a specific Transfer Request List, a member must submit a request to the Staff Services Division. The specific procedures about how a process is done will be included in an upcoming Unit Order for Staff Services.	No additional comment
R5	How is the P-2 transfer different than the extended loan assignment in the definition section? Maybe specify to be more clear of the differences.	**12/10/25**	Administrative Question and Answer- not for inclusion in DGO	The Department has determined that the P-2 positions will change into extended loan positions. The P- 2 category will no longer be used.	No additional comment

DGO 11.06 Public Comment Joint Responses
Public Review Period: 12/9/25 - 1/23/26

#	Public Comment	Date Received	SFPD response	SFPD Explanation	DPA Explanation
R6	To have up to 4 concurrent assignment requests on the Transfer Request List, do you have to fill out the survey four times? I would move 11.06.04 A 2 above A 1. What happens after your P-2 assignment is over? Do you go back to your home station?	**12/10/25**	Recommendation has been included in draft DGO	A member does not complete four Transfer Surveys to be placed on four Transfer Request Lists. To be added to a Transfer Request List, the member submits a separate request to the Staff Services Division. A Transfer Survey is issued only when an opportunity becomes available in one or more of the assignments the member has requested. The survey asks whether the member wishes to accept or decline the available transfer opportunity. The procedures related to surveys will be included in an upcoming Unit Order for Staff Services. At the end of a P-2 assignment, the member will transfer back to their permanent assignment. The Department agrees that subsection A.2 is more logically placed before subsection A.1. The subsections have been reordered.	DPA agrees with the change proposed.
R7	Since all units listed under 11.06.04 A 4 are going to be extended loan, will there be no permanent sworn members in these units? Also, 11.06.04 A 4 g covers everything in this list, so the list is unnecessary or g is repetitive.	**12/10/25**	Recommendation will not be included in Draft DGO	All new transfers into the assignments listed in Section 11.06.04(A)(4) will be made as extended loan assignments. Members who transferred into those units as permanent assignments before the effective date of the policy will retain their permanent assignment status. The Department recognizes that subsection (g) is broad enough to include the assignments specifically listed above it. This repetition is intentional. The change from permanent P-1 assignments to extended loan assignments is a significant change, and the specific list is included to clearly identify several of the affected units. The list may be simplified during a future revision once the new transfer structure is established and the additional clarity is no longer necessary.	No additional comment
R8	What does 11.06.04 A 5 even mean? Make the first sentence more concise and put up near Hondas. The second sentence, does this mean all the above listed units or just the solos who are P-2 and is the reset date for the extended loan since only solos are p2.	**12/10/25**	Recommendation has been included in draft DGO	The sections regarding the Honda unit has been removed. The Honda unit will now use the interview and application process to select new members.	No additional comment
R9	If all the units are being transitioned to extended loan, then they should not have a five-year limit or require a reset to start date. 11.06.04 A 5.	**12/10/25**	Recommendation has been included in draft DGO	The section regarding the p-2 list and reseting the start dates have been removed. Hondas and Traffic Motorcycles will use the application and interview process.	No additional comment
R10	MAKE 11.06.04 A 6 more clear. This doesn't make sense even though I know what you are trying to say. Also, what is the purpose of this? Why would anyone who is already where they want to be request to be placed in the same unit???	**12/10/25**	Recommendation has been included in draft DGO	The section regarding the P-2 units have been removed.	No additional comment

DGO 11.06 Public Comment Joint Responses
Public Review Period: 12/9/25 - 1/23/26

#	Public Comment	Date Received	SFPD response	SFPD Explanation	DPA Explanation
R11	Are only officers and sergeants eligible for p-1 and p-2? If commissioned are eligible as well, then why does 11.06.04 A 1 only say officers and sergeants? If only officers and sergeants, specify!!!	**12/10/25**	Recommendation will not be included in Draft DGO	Only officers and sergeants are eligible to use the Transfer Request Lists. Section 11.06.04(A)(2) identifies the eligible ranks, while Section 11.06.04(C) identifies ineligible members, including commissioned officers holding the rank of lieutenant or above.	No additional comment
R12	What does 11.06.04 A 7 f "multiple surveys" even mean? How often does the survey happen?	**12/10/25**	Administrative Question and Answer- not for inclusion in DGO	The section has been removed and will be included in an upcoming procedural Unit Order. Transfer Surveys are generally issued every 90 days when there are available transfer opportunities. A member may have their name on up to four different Transfer Request Lists. When an opportunity becomes available for one of those assignments, the member will receive a survey asking whether they wish to accept or decline the transfer. “Multiple surveys” refers to a situation in which transfer opportunities become available for more than one of the member’s requested assignments during the same survey period. For example, a member whose name is on four Transfer Request Lists could receive surveys for two different assignments if both units have openings at the same time.	DPA agrees with the change proposed.
R13	11.06.04 B 1 says the same thing as A 8. 11.06.04 B 4 does not make sense as it conflicts with A 7 which says requests are active unless...but B 4 says only active for 90 days?	**12/10/25**	Administrative Question and Answer- not for inclusion in DGO	The Transfer Request List and the Transfer Survey serve different purposes. The Transfer Request List records a member’s ongoing request for a particular assignment and establishes the order in which members are considered. A Transfer Survey does not place a member on a Transfer Request List. Surveys are sent to eligible members when the Department has an opportunity to make a transfer. The survey asks whether the member wishes to accept or decline that opportunity. The 90-day period applies only to the member’s survey response, not to the underlying transfer request. The transfer request remains active until one of the listed removal conditions occurs.	No additional comment
R14	I thought the Transfer Survey was to see where members wanted to transfer to? But then in 11.06.04 B 5-7, it says that you are responding yes or no to whether you want to be transferred after the position is available? So are there two surveys??? What	**12/10/25**	Administrative Question and Answer- not for inclusion in DGO	There are not two Transfer Surveys. A member uses a separate request process to place their name on a Transfer Request List for an assignment. A Transfer Survey is sent later, when the Department has an opportunity to make a transfer. It is sent to eligible members based on their position on the applicable Transfer Request List and asks whether they wish to accept or decline the available transfer opportunity.	No additional comment

DGO 11.06 Public Comment Joint Responses
Public Review Period: 12/9/25 - 1/23/26

#	Public Comment	Date Received	SFPD response	SFPD Explanation	DPA Explanation
R15	If you say you say "NO/DECLINE" to a transfer, why would your name be on the list at all? 11.06.04 B 6. What does having worked a shift during the response period have to do with survey notification?	**12/10/25**	Administrative Question and Answer- not for inclusion in DGO	Some Transfer Request Lists contain hundreds of names, and members may wait many years before a transfer opportunity becomes available. During that time, a member's personal or professional circumstances may change. The survey gives the member an opportunity to decline the transfer if the assignment is no longer suitable when their name is reached. The requirement concerning whether the member worked during the response period is intended to promote fairness. A member who works at least one shift during the response period is considered to have had a reasonable opportunity to receive and respond to the survey. A member who is absent from work for the entire response period, such as while on vacation or leave, will not lose their position on the Transfer Request List solely because they did not respond.	No additional comment
R16	11.06.04 B 9 - so everytime the survey comes out, you have to resubmit your transfer request? But i thought your transfer request was active until the listed above in A7?	**12/10/25**	Administrative Question and Answer- not for inclusion in DGO	A Transfer Survey is different from the process used to place a member's name on a Transfer Request List. Members do not need to repeat that process each time a survey is issued. Once a member's name is placed on a Transfer Request List, it remains there until one of the listed removal conditions occurs. A Transfer Survey is sent only when the Department has an opportunity to fill an assignment. It asks eligible members already on that list whether they wish to accept or decline the available transfer.	No additional comment
R17	11.06.04 C a - why is this here if this section is talking about INELIGIBLE people to make requests? Members who are less than full duty, do they get passed over when they are not full duty? Then how do they keep their position on the list?	**12/10/25**	Recommendation has been included in draft DGO	The Department agrees that the less than full duty section should be moved out of the ineligible member section. When members are less than full duty, they are passed over, but they retain their position on the list.	No additional comment
R18	11.06.05 A says the same as 11.06.04 A 4. 11.06.05 C 2 should be in the extended loan definition and this information falls under 11.06.05 D not C.	**12/10/25**	Recommendation will be modified and included in the draft DGO	The Department agrees that the provision describing the duration of an extended loan assignment belongs under the section addressing transfers out of extended loan assignments. The provision has been moved accordingly. The repeated explanation that certain assignments will be filled through the extended loan process is intentional. This policy makes substantial changes to the Department's transfer system, and the additional language is included to clearly identify which assignments are affected and how they will be staffed. Once the new process is established and becomes standard practice, the language may be streamlined in a future revision.	No additional comment

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R19	11.06.05 E 1 what does the waiver mean? Just that these members do not have to take the survey everytime? If they do not accept the transfer on the transfer list, shouldn't they be removed? 11.06.05 F should be first.	**12/10/25**	Recommendation will not be included in Draft DGO	The waiver allows a member serving in an extended loan assignment to decline or not respond to a Transfer Survey without losing their position on the Transfer Request List. The Department believes members who accept extended loan assignments to meet Department needs should not be penalized by losing their position on a Transfer Request List while serving in that capacity. They may remain on the list until they are ready to accept the transfer or another listed removal condition occurs. The Department does not agree that the provisions addressing how extended loan assignments are filled should appear before the provisions addressing Transfer Survey waivers.	No additional comment
R20	I don't agree with making the range, canine unit, mounted unit and bomb squad an extended loan. It sounds like a way to give only a select few the opportunity to work in those units. Under a P-1 or P-2 anyone in the department can sign up and get a turn.	**12/17/25**	Recommendation will not be included in Draft DGO	The Department recognizes that converting these assignments from the P-1 process to extended loan assignments represents a significant change from the current system and understands the concern regarding continued access to these opportunities. The change is not intended to limit the pool of members who may seek these assignments. Extended loan positions will be filled through an application and interview process, with the Staff Services Division managing the qualification requirements, job posting, and selection process. This structure is intended to provide members with an opportunity to compete for specialized assignments while establishing a consistent process for evaluating applicants.	No additional comment
R21	Eliminating the P1 list leads to favoritism, nepotism, and any other "ism" you can think of. Back to the "good ole boy" system.	**12/23/25**	Administrative Question and Answer- not for inclusion in DGO	The Department understands this concern, which has been raised by several members, and takes it seriously. Under the proposed process, assignment decisions will not be made by only one person. The Staff Services Division, which serves as the Department's Human Resources function, will be involved throughout the application, qualification, interview, and selection process. Applicants will be interviewed and rated based on their qualifications, experience, and demonstrated ability to perform the assignment, rather than personal relationships or informal recommendations. Only the highest rated candidates will be eligible for selection. The Department recognizes that no selection process is perfect. However, we believe this structured oversight will make the process fairer and more transparent and will help reduce the potential for favoritism, nepotism, or other biased decision-making.	No additional comment

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#	Public Comment	Date Received	SFPD response	SFPD Explanation	DPA Explanation
R22	Why not keep the list for specialized units, and based on staffing needs utilizing the list conduct interviews and skills test to determine eligibility for transfer.	**12/23/25**	Administrative Question and Answer- not for inclusion in DGO	The Department has determined that specialized assignments should be open to qualified applicants from throughout the Department, rather than limited to members already on a waiting list. Eligibility and selection will be based on the needs of the specialized unit and each applicant's qualifications, experience, and demonstrated ability to perform the assignment. This is consistent with the process currently used to select personnel for our TAC Team.	No additional comment
R23	It is obviously unfair to delete transfer lists that members have diligently waited on for 10, 15, 20, even 25 years. You can close the lists to new additions, but you can't change the rules in the middle of the game. It is clearly punitive.	**12/23/25**	Administrative Question and Answer- not for inclusion in DGO	The new policy is a significant change to how members are selected for specialized assignments. The Department recognizes and understands the concern from members.	No additional comment
R24	absolutely get rid of seniority based specialized assignments and make it a testing process like every other department, you don't need 50+ year old cops going to the dog unit and not as active as younger cops.	**12/30/25**	Administrative Question and Answer- not for inclusion in DGO	Thank you for your feedback.	No additional comment
R25	First off why are Police Officers and the public comments the same? Why was the P1 system started to begin with, what is the history?Are all transfers then based on an interview only? Are there other criteria?	**12/30/25**	Administrative Question and Answer- not for inclusion in DGO	The public comment process is open to anyone, including Department members. Feedback from police officers can be especially valuable because Department members bring direct experience with Department policies and can identify practical or operational issues that may not otherwise be apparent. The Department encourages members to participate in the public comment process and provide constructive feedback. In addition, the Policy Development Division is staffed by police officers, providing members with a direct avenue to raise policy questions, concerns, or recommendations at any time, either by contacting PDD personnel directly or through the division's email. The history and development of the P-1 transfer system is beyond the scope of this public comment response. Transfers to district stations will continue to be made through the P-1 Transfer Request List process. Assignments designated as extended loan assignments will be filled through an application and interview process.	No additional comment
R26	In section 11.06.05, Newly promoted Sergeants can be placed in the investigations bureau, into an Extended Loan position. However, they do not have a "home station." If their loan is terminated, there is no clear procedure as to which station they will be sent to.	**1/6/26**	Recommendation has been included in draft DGO	New section added which reads: "When an extended loan assignment ends, a member who does not have a permanent assignment to return to shall be reassigned based on the needs of the Department."	No additional comment

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R27	In sections 11.06.04.B.3,7,8,9 and 11.06.04.C.2.b, Mechanism/ process question: Will Staff Services verify leave/absence status for every non-response at the close of each survey period (e.g., vacation, SP, FMLA, DP, etc.) using audit trails/timekeeping? (for an automatic waiver).	**1/9/26**	Administrative Question and Answer- not for inclusion in DGO	Only non-responses that could result in a member's removal from the list will be reviewed and verified. A waiver is necessary only when a member is passed over and a less senior member accepts the assignment. Members who are less senior than the member who accepted the assignment are not affected and do not require further review.	No additional comment
R28	In section 11.06.04, I recommend a tiered transition: 'lock' the existing P-1/P-2 lists (no new entries); for the next 5 years, fill vacancies using the locked legacy list and by a defined ratio such as 2 legacy selections for every 1 selection under the new process.	**1/9/26**	Administrative Question and Answer- not for inclusion in DGO	The Department considered alternative approaches and decided that an application and interview process best suited its needs for selecting members for specialized assignments.	No additional comment
R29	This is not fair to officers that waited on the list for 20 years and who are we putting in charge to pick their friends or someone that fits it make it another issue.	**1/21/26**	Recommendation requires further discussion	The Department understands this concern, which has been raised by several members, and is taken seriously. Under the proposed process, assignment decisions will not be made by only one person. The Staff Services Division, which serves as the Department's Human Resources function, will be involved throughout the application, qualification, interview, and selection process. Applicants will be interviewed and rated based on their qualifications, experience, and demonstrated ability to perform the assignment, rather than personal relationships or informal recommendations. Only the highest rated candidates will be eligible for selection. The Department recognizes that no selection process is perfect. However, we believe this structured oversight will make the process fairer and more transparent and will help reduce the potential for favoritism, nepotism, or other biased decision-making.	No additional comment
R30	How is it going to be implemented will you honor the list.	**1/21/26**	Recommendation will not be included in Draft DGO	The Transfer Request Lists for the affected units will be discontinued on the effective date of the revised policy. Members currently on those lists will not retain their position for future extended loan assignment selections in this policy proposal.	No additional comment
R31	When this DGO takes effect, what will happen to the current P1 lists? Will they be depleted from all listed members before switching to an interview process? Will a line be drawn on the list somewhere, indicating which members' P1 requests are honored? OR, will the entire P1 lists be immediately wiped out, going directly to the new interview process?	**1/21/26**	Recommendation will not be included in Draft DGO	The affected Transfer Request Lists will be discontinued on the effective date of the revised policy. The existing lists will not be depleted or partially carried forward. Beginning on the effective date, assignments to those units will be filled through the new application and interview process.	No additional comment
R32	If the P1 is eliminated from the listed units, will the members assigned on P1 have to apply or will they remain until the leave on their own?	**1/21/26**	Administrative Question and Answer- not for inclusion in DGO	Member who transfered to a unit under the P-1 system will be "grandfathered" in as their permanent assignment. Policy now reads: 5.B Members transferred into an assignment through the P-1 Transfer Request List before the effective date of this policy shall retain permanent assignment status.	No additional comment

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#	Public Comment	Date Received	SFPD response	SFPD Explanation	DPA Explanation
R33	Personnel Transfers should be based on seniority. When you don't base the transfers to stations/specialized units on seniority, it just becomes the "good 'ol boys" network. People will get transferred base on who they know and not on their merits.	**1/22/26**	Recommendation will not be included in Draft DGO	The Department understands this concern, which has been raised by several members, and takes it seriously. Under the proposed process, assignment decisions will not be made by one person. The Staff Services Division, which serves as the Department's Human Resources function, will be involved throughout the application, qualification, interview, and selection process. Applicants will be interviewed and rated based on their qualifications, experience, and demonstrated ability to perform the assignment, rather than personal relationships or informal recommendations. Only the highest rated candidates will be eligible for selection. The Department recognizes that no selection process is perfect. However, we believe this structured oversight will make the process fairer and more transparent and will help reduce the potential for favoritism, nepotism, or other biased decision-making.	No additional comment
R34	Currently when personnel gets transferred to specialized units, its being done not on merit but on who you know and who you can suck up to. Transfers should stay at a seniority based system, because that is truly the only fair system.	**1/22/26**	Recommendation will not be included in Draft DGO	The Department understands this concern, which has been raised by several members, and takes it seriously. Under the proposed process, assignment decisions will not be made by one person. The Staff Services Division, which serves as the Department's Human Resources function, will be involved throughout the application, qualification, interview, and selection process. Applicants will be interviewed and rated based on their qualifications, experience, and demonstrated ability to perform the assignment, rather than personal relationships or informal recommendations. Only the highest rated candidates will be eligible for selection. The Department recognizes that no selection process is perfect. However, we believe this structured oversight will make the process fairer and more transparent and will help reduce the potential for favoritism, nepotism, or other biased decision-making.	No additional comment
R35	This DGO is totally insane. Seniority in the SFPD has always been used and need to continue being used for transfers to stations and specialized units!!!!!!!!!!!!!	**1/22/26**	Administrative Question and Answer- not for inclusion in DGO	Transfers to district stations will continue through the P-1 list. The Department recognizes that removing specialized units from the P-1 transfer process is a significant change from past practice. Using an application and interview process for specialized assignments is consistent with practices used by other law enforcement agencies and allows the Department to consider each member's unique qualifications for the assignment.	No additional comment

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#	Public Comment	Date Received	SFPD response	SFPD Explanation	DPA Explanation
R36	With the policy written as is, what happens to the current P1 lists? Is everyone on the list grandfathered in and once the lists are exhausted then this new merit based system will be implemented?	**1/22/26**	Administrative Question and Answer- not for inclusion in DGO	The affected Transfer Request Lists will be discontinued on the effective date of the revised policy. Members currently on those lists will not be grandfathered into the new extended loan process. The P-1 Transfer Request Lists for district stations will remain unchanged.	No additional comment
R37	A system like this is just going to bread favoritism, biased based picks, nepotism, sexism, preferential treatment, cronyism, self-partiality, all things CCSF and SFPD don't stand for!!!	**1/22/26**	Administrative Question and Answer- not for inclusion in DGO	The Department understands this concern, which has been raised by several members, and takes it seriously. Under the proposed process, assignment decisions will not be made by one person. The Staff Services Division, which serves as the Department's Human Resources function, will be involved throughout the application, qualification, interview, and selection process. Applicants will be interviewed and rated based on their qualifications, experience, and demonstrated ability to perform the assignment, rather than personal relationships or informal recommendations. Only the highest rated candidates will be eligible for selection. The Department recognizes that no selection process is perfect. However, we believe this structured oversight will make the process fairer and more transparent and will help reduce the potential for favoritism, nepotism, or other biased decision-making.	No additional comment
R38	This system that you want to put in place is going to going to effect the elders in the SFPD because some have been waiting on a P1 list for 20+ years!! Now they will not get a position that they are next inline for because of this policy.	**1/22/26**	Administrative Question and Answer- not for inclusion in DGO	Changing the process now is understandably frustrating, particularly for members who have reached the top of the list. The changes are intended to make access to specialized assignments more equitable over time by opening applications to all eligible members. The Department recognizes, however, that the opportunity to compete does not replace the opportunity these members expected through the P-1 process.	No additional comment

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R39	This is bringing back the GOOD 'OL BOYS network. Its already happening in the SFPD and nothing is being done about it. SI and SH.	**1/22/26**	Administrative Question and Answer- not for inclusion in DGO	The Department understands this concern, which has been raised by several members, and takes it seriously. Under the proposed process, assignment decisions will not be made by only one person. The Staff Services Division, which serves as the Department's Human Resources function, will be involved throughout the application, qualification, interview, and selection process. Applicants will be interviewed and rated based on their qualifications, experience, and demonstrated ability to perform the assignment, rather than personal relationships or informal recommendations. Only the highest rated candidates will be eligible for selection. The Department recognizes that no selection process is perfect. However, we believe this structured oversight will make the process fairer and more transparent and will help reduce the potential for favoritism, nepotism, or other biased decision-making.	No additional comment
R40	This is very unfair for the senior members who have been waiting on P1 lists for many many years.	**1/22/26**	Administrative Question and Answer- not for inclusion in DGO	The Department recognizes that members who have waited on a P-1 list may view this change as unfair, particularly those who have waited for many years.	No additional comment
R41	This has bias written all over it! Something that SFPD says they don't want, but according to this its all bias.	**1/22/26**	Administrative Question and Answer- not for inclusion in DGO	Several commenters have raised concerns about bias or favoritism influencing assignments. The Department recognizes that confidence in the process will depend on how its safeguards are applied in practice. The proposed process includes Staff Services Division involvement throughout the application, qualification, interview, and selection stages, so decisions will not rest with one person. Applicants will be interviewed and rated on their qualifications, experience, and demonstrated ability to perform the assignment. Only the highest rated candidates will be eligible for selection. These safeguards are intended to make decisions more consistent and transparent and reduce the potential for favoritism.	No additional comment
R42	We are given soooooo much training on biases and everyone can see how bias this policy is.	**1/22/26**	Administrative Question and Answer- not for inclusion in DGO	The proposed process includes Staff Services Division oversight and ratings based on applicants' qualifications, experience, and demonstrated ability to perform the assignment. Only the highest rated candidates will be eligible for selection. These safeguards are intended to reduce the influence of bias and favoritism. The Department recognizes that having safeguards in policy is only part of the work; confidence in the process will depend on their consistent application.	No additional comment

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R43	In section 11.06.04.A.3.b, For a specialized unit, the process should be a hybrid of Application》 Interview》 Testing, and then a 5 year limit. Too many people languish on the list when senior members can't pass the testing, & have to wait for years to try.	**1/22/26**	Recommendation will not be included in Draft DGO	The Department considered alternative approaches and decided that an application and interview process best suited its needs for selecting members for specialized assignments.	No additional comment
R44	I'm P1 for Airport K9 and top of the list. This is the final step before I retire. I followed the process and waited in good faith. Changing the rules now is unfair and invites favoritism, telling younger officers that seniority and process don't matter.	**1/22/26**	Administrative Question and Answer- not for inclusion in DGO	This is a significant change for the Department. For members who have waited on P-1 lists for years, the change can understandably feel unfair. To reduce the potential for bias or favoritism, the proposed process includes Staff Services Division oversight and involves multiple people in selection decisions.	No additional comment
R45	I support the intent of proposed DGO 11.06 to make personnel transfers transparent, impartial, and fair. I also believe the Department should explicitly protect members who have accrued seniority on the P-1/P-2 waitlists over many years, so that modernization does not unintentionally erase decades of earned placement. To balance fairness to long-waiting members with operational flexibility, I recommend a tiered transition with a vacancy allocation ratio: 1. Lock the legacy P-1/P-2 lists on the DGO effective date (no new entries), while preserving all existing names and seniority.	**1/23/26**	Administrative Question and Answer- not for inclusion in DGO	The Department appreciates and recognizes the intent of the suggestion to preserve the standing of members who have waited on existing transfer lists. The Department decided that an application and interview process best serves its needs by opening specialized assignments to all eligible members and allowing selection based on qualifications, experience, and ability to perform the assignment.	No additional comment
R46	CON. 2. For a defined transition period of five (5) years, each time a vacancy occurs in an eligible P-1/P-2 assignment, fill vacancies using a predictable ratio—for example: Two (2) out of every three (3) vacancies filled from the legacy list (by existing list seniority), and One (1) out of every three (3) vacancies filled through the new process (application/interview or updated survey process). At the end of the five-year transition period, sunset the legacy lists, but do not penalize remaining legacy members. Instead, automatically convert any remaining legacy members into a credit/ or score system. a priority credit/score applied within the new process, or placement into a "Legacy Pool" that continues to receive regular consideration until exhausted. This approach creates a clear endpoint for legacy lists, starts modernization immediately, preserves transparency through a consistent vacancy rule, and avoids the inequity of wiping out long-earned seniority.	**1/23/26**	Administrative Question and Answer- not for inclusion in DGO	See R45 above	No additional comment