



# The Police Commission

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## CITY AND COUNTY OF SAN FRANCISCO

January 8, 2026

Chief Derrick J. Lew  
Chief of Police

Dear Chief Lew:

At the meeting of the Police Commission on Wednesday, January 7, 2026, the following resolution was adopted:

### **RESOLUTION 26-03**

#### **APPROVAL TO RESCIND DEPARTMENT GENERAL ORDERS:**

**DGO 3.15 "PERSONAL PROPERTY CLAIMS"**

**DGO 4.02 "ACCEPTING BAIL"**

**DGO 5.12 "SEARCH WARRANTS RELATED TO DRUG AND ALCOHOL ABUSE REHABILITATION"**

**DGO 6.01 "CRIME SCENE LOG"**

**DGO 6.17 "TAXICAB REGULATIONS"**

**DGO 10.04 "800MHz PORTABLE RADIOS"**

**DGO 10.05 "WEAPONS AND PROTECTIVE EQUIPMENT INSPECTION"**

**DGO 10.07 "USE OF CELLULAR TELEPHONES"**

**DGO 11.01 "PERSONNEL COMPENSATION"**

**DGO 11.03 "JURY DUTY"**

**DGO 11.05 "QUALIFICATIONS FOR SPECIFIC UNITS;**

#### **RESOLVED, the Police Commission hereby rescinds the following Department General Orders:**

DGO 3.15 "Personal Property Claims"

DGO 4.02 "Accepting Bail"

DGO 5.12 "Search Warrants related to Drug and Alcohol Abuse Rehabilitation"

DGO 6.01 "Crime Scene Log"

DGO 6.17 "Taxicab Regulations"

DGO 10.04 "800MHz Portable Radios"

DGO 10.05 "Weapons and Protective Equipment Inspection"

DGO 10.07 "Use of Cellular Telephones"

DGO 11.01 "Personnel Compensation"

DGO 11.03 "Jury Duty"

DGO 11.05 "Qualifications for Specific Units"

C. DONCLAY  
President

KEVIN BENEDICTO  
Vice President

CINDY ELIAS  
Commissioner

LARRY YEE  
Commissioner

W.S. WILSON LEUNG  
Commissioner

MATTIE SCOTT  
Commissioner

PRATIBHA TEKKEY  
Commissioner

Sergeant Stacy Youngblood  
Secretary



# The Police Commission

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## CITY AND COUNTY OF SAN FRANCISCO

AYES: Commissioners Tekkey, Scott, Leung, Yee, Elias, Vice President Benedicto and President Clay

Very truly yours,

A handwritten signature in blue ink, appearing to be "S. Youngblood", is written over a horizontal line.

Sergeant Stacy Youngblood  
Secretary  
San Francisco Police Commission

C. DONCLAY  
President

KEVIN BENEDICTO  
Vice President

CINDY ELIAS  
Commissioner

LARRY YEE  
Commissioner

W.S. WILSON LEUNG  
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MATTIE SCOTT  
Commissioner

PRATIBHA TEKKEY  
Commissioner

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Sergeant Stacy Youngblood  
Secretary

1211/sr

cc: Manager A. Steeves/PDD  
G. Rosalejos/WDU  
Captain Sean Frost/Staff Services

## GENERAL ORDER

3.15

Rev. 06/18/97

Eff. 07/15/97

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### PERSONAL PROPERTY CLAIMS

This order establishes policies and procedures for requesting compensation for damage or loss of authorized personal property.

#### I. POLICY

A. **GENERAL.** Section 10.25 - 3 of the San Francisco Administrative Code states:  
*Uniformed officers and employees may recover part or all of the cost of replacing or repairing equipment, property or prostheses which have been damaged or destroyed in the line of duty and without fault of the officer or employee in the manner provided in Sections 10.25 - 4 through 10.25 - 7.*

B. **ON DUTY/OFF DUTY.** The damage or loss must have occurred while the member was on duty; however, an off-duty officer not engaged in secondary employment who becomes involved in enforcement action may also file a claim.

#### C. PERSONAL PROPERTY

1. **UNAUTHORIZED.** Personal property not required for the performance of the member's duties will be worn or used at the member's risk (see DGO 10.02, Equipment). The member will not be compensated for its damage or loss.

2. **AUTHORIZED.** Members who have prior written authorization to wear or use their personal property while on duty may be compensated for its damage or loss. The authorization must be approved by the member's commanding officer or officer-in-charge, and the appropriate deputy chief.

#### 3. VEHICLES

a. If a member is authorized in writing to use his/her private vehicle on duty, the City may be liable for injuries to the member or others caused by operation of the vehicle. The City may also be liable for damage caused by the vehicle to property owned by parties other than the member.

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- b. Compensation for damage to a member's vehicle will be determined on a case-by-case basis when it is determined that the member was not at fault. Members should consult with their insurance carriers regarding the use of their private vehicles in connection with their employment. A PRIVATE VEHICLE SHALL NOT BE USED AS AN EMERGENCY VEHICLE (see Vehicle Code Section 165).

#### D. PAYMENT OF CLAIMS

1. **SCHEDULE.** Payment of claims is subject to available funds and may apply either for repair or replacement. Claims will be individually evaluated when they exceed the maximum amount listed below.

<u>ITEM SCHEDULE</u>	<u>MAXIMUM CLAIM RECOVERY</u>
Suit	\$ 400.00
Coat/Jacket	200.00
Trousers/Skirt	100.00
Shirt/Blouse	40.00
Vest/Sweater	50.00
Headwear	30.00
Neckwear/Tie	25.00
Footwear	90.00
Timepiece (or part thereof)	150.00
Eyeglasses (not required by DMV)	150.00
Sunglasses (non-prescription)	45.00
Brief Case/Carrying Bag/Purse	90.00
Star	Claims for personally owned stars will be paid according to the lowest-priced replacement star of the applicable rank as quoted on the date of claim filing by Irvine & Jachens Inc., Daly City, CA.

2. **SUBSTITUTED EQUIPMENT.** The amount of compensation for substituted equipment will be based on the replacement cost of the equivalent Department-issued item.



## II. PROCEDURES

### A. FILING A CLAIM. To file a claim, follow these procedures:

1. **FORMS.** Complete forms SFPD 208 and SFPD 209 in duplicate within 30 days of the damage or loss.
2. **SUPPORTING DOCUMENTS.** Attach any supportive document, e.g., incident report, purchase receipt, repair receipt, repair estimate, etc. If applicable, include a copy of the written authorization to use the item.
3. **FORWARDING.** Forward the forms and attached documents to your commanding officer or officer-in-charge.

### B. DUTIES OF COMMANDING OFFICER OR OFFICER-IN-CHARGE

1. **INVESTIGATION.** Investigate the claim and verify its validity.
2. **INSPECTION.** Personally inspect the damaged item and determine if it should be repaired or replaced.
3. **FORWARDING.** Forward the claim (forms and documents) to the Legal Division.

### C. DUTIES OF THE LEGAL DIVISION

The Legal Division shall within 90 days notify the member submitting the claim whether the claim has been approved or denied. If the claim has been approved, the Legal Division shall submit it to the Fiscal Division, which shall issue reimbursement to the officer.



## **ACCEPTING BAIL**

This order establishes policies and procedures for accepting bail at district stations.

### **I. POLICY**

- A. DUTIES OF THE STATION KEEPER.** The station keeper shall be personally responsible for accepting bail and issuing receipts. No other member shall accept bail monies.
- B. TRAFFIC AND NON-TRAFFIC INFRACTION WARRANTS.** Station keepers shall accept cash (U.S. currency), money orders, cashiers checks, personal checks or credit cards as bail for local traffic and non-traffic infraction warrants; however, only cash will be accepted for foreign traffic and non-traffic infraction warrants. A person paying bail with cash shall be provided with the necessary change.

#### **1. PERSONAL CHECK ACCEPTANCE CRITERIA**

- a. The check must have the name of the subject indicated on the warrant printed on its face by the bank.
- b. The check must be made payable to the "Clerk of the Municipal Court" for the exact amount of the warrant.
- c. The person presenting the check must show adequate identification, e.g., driver license, immigration card with a photo, credit cards with the person's signature, etc. Social Security cards, purchased identification cards, etc., are not adequate forms of identification.
- d. No two-party checks are to be accepted. Two-party checks are checks made payable to any person other than the Clerk of the Municipal Court.
- e. The check must be properly dated. No post-dated checks are to be accepted.

DGO 4.02  
07/20/94

**2. CREDIT CARD ACCEPTANCE CRITERIA**

- a. Credit cards shall be accepted as bail only for San Francisco traffic infraction warrants.
- b. Only Visa and Mastercard (national or foreign) can be accepted.
- c. The person named in the warrant or another person may use his/her credit card to pay the bail.
- d. Persons presenting credit cards must show adequate identification sufficient to identify themselves, e.g., driver license, passport, etc.

**II. PROCEDURES**

**A. VERIFICATION OF WARRANT/OPPORTUNITY TO POST BAIL.** See DGO 6.18, Warrant Arrests.

**B. ACCEPTING CHECKS/DUTIES OF THE STATION KEEPER**

1. **INFORMATION.** Write the residence and business address and phone numbers of the person presenting the check on the back of the check. Also write the warrant number(s) and sign your name below it.
2. **THUMBPRINT.** Obtain the thumbprint of the person presenting the check and affix it on the back of the check near the right hand margin.
3. **CHECK COPY.** Tell the person to keep the check as a receipt after it is returned in his/her checking statement.
4. **RECEIPT.** Complete the "Traffic Bail Receipt" form and give the person the appropriate copy.

C. ACCEPTING CREDIT CARDS/DUTIES OF THE STATION KEEPER

1. AUTHORIZATION. Obtain an authorization of the credit card and the amount through the "Security Chek" terminal. When the card is verified, an authorization number will be displayed. If the terminal is inoperable, call the authorization number listed on the back of the card.
2. COMPLETING THE DRAFT. Make an imprint of the credit card on a draft, write in the authorization number, the warrant number(s), the total amount, and have the person sign the draft.
3. RECEIPT. Give the person his/her copy of the credit card draft and a copy of the Traffic Bail Receipt.

D. BAIL CUSTODY/DUTIES OF THE STATION KEEPER. When relieved or before reporting on or off duty, enter any bail held in the station log book. Send all forms and bail (cash, checks and credit card drafts) to the Traffic Fines Section (Room 101). After 1630 hrs., or on weekends, forward them to Room 201 at the Hall of Justice.

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**SEARCH WARRANTS RELATED TO DRUG  
AND ALCOHOL ABUSE REHABILITATION**

The purpose of this order is to prevent the inadvertent and unlawful interference with the confidentiality of patient records maintained by drug or alcohol abuse programs, while outlining the procedures necessary to ensure the admissibility of such records in court pursuant to a search warrant. If any questions arise with respect to the interpretation or application of this order, members should contact the Legal Division.

**I. POLICY**

**It is the policy of the San Francisco Police Department to comply with applicable State and Federal laws in executing search warrants related to drug and alcohol abuse rehabilitation programs.**

**II. GUIDELINES**

Volume 42 United States Code (Section 290dd-3, 290ee-3), 42 CFR Ch. 1 (A), Part 2, California Health and Safety Code Sections 11878, 11977, and Welfare and Institutions Code Section 5325 et seq. regulate the confidentiality of patient records. The following summarizes these sections:

- A. Absent the express consent of the person(s) under investigation, patient records of a drug or alcohol abuse program may never be obtained for use in connection with a criminal action unless a subpoena is served and a court order is secured.
- B. "Good cause" must be shown for production of these records. Good cause consists of proof that disclosure is necessary to protect against a threat to life or serious bodily injury, to aid in the investigation of a serious crime, or where the patient has offered testimony pertaining to the content of the records.

- C. Advance notice of the application for the court order must be given to the program and/or the patient (if known), and a reasonable opportunity for the program/patient to appear at the hearing or submit a responsible statement must be afforded. It is recommended that whenever circumstances reasonably permit, the required notice be made in writing, specifying the date, time and place of the hearing and be presented 48 hours in advance.
  - D. If the program is operated by any department or agency of the federal, state or local government, counsel for the program must be present to represent the program. Such counsel must be independent of any attorney appearing in support of the issuance of the court order.
  - E. The judge must make explicit findings (preferably on record) that the criteria for issuance of the court order have been satisfied and that the requirement for appearance of counsel for the program has been satisfied.
  - F. Such records shall remain confidential and shall be disclosed only as expressly authorized by the court order.
  - G. It is also recommended that at the hearing, copies of the federal statute and rules be provided to the judge for reference.
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**CRIME SCENE LOG**

**I. POLICY**

**A. OFFICERS' RESPONSIBILITIES.** Once it has been determined that a crime scene must be protected, the officer first entering the scene shall initiate a Crime Scene Log (SFPD 28). The log shall be maintained until all personnel have left and containment ends.

**B. WHEN.** The log shall be used at:

1. All homicide scenes.
2. All scenes of an officer-involved shooting.
3. Any crime scene or non-crime scene (e.g., explosions, major fires, accidents) that, in the opinion of the investigating officer or his/her superior, requires isolation for the purpose of investigation.

**C. ACCESS, CONTROL AND IDENTIFICATION.** Access to the crime scene shall be limited to persons performing specific investigative or emergency functions. Everyone entering the crime scene or known to have entered the crime scene shall be identified on the log.

**D. ROUTING AND HANDLING.** After the crime scene has been secured, the log should be given to the assigned inspector or attached to the incident report.

**References**

DGO 6.05, Death Cases  
DGO 8.01, Critical Incident Notification  
DGO 6.02, Physical Evidence  
DGO 6.15, Property Processing  
*Event Management Manual (SFPD)*



**GENERAL ORDER**Rev. 05/16/07

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**TAXICAB REGULATIONS**

This order establishes procedures for the enforcement of regulations affecting taxicabs, promulgated by the San Francisco Taxicab Commission, and that are jointly enforced by this department, along with other laws applicable to taxis. Taxi Commission regulations address such issues as lighting, equipment, display of identification cards, etc. Members may obtain a copy of the regulations by calling the Taxicab Enforcement Unit.

**I. PROCEDURES**

A. VIOLATIONS OF TAXICAB REGULATIONS. If you observe a violation of the Taxicab Regulations, follow **ONE** of these procedures:

1. Issue a verbal admonishment; or
2. Issue a "San Francisco Police Department Taxi Detail Administrative Citation" for the appropriate violation; or cite to cab class on any Thursday within 30 days; or
3. If you are unclear as to what action is warranted, prepare a memorandum briefly outlining the circumstances and forward to the Taxi Detail.

B. ROUTING. Route one copy of the memorandum or the "Taxi Detail" copy of an administrative citation through channels to the Taxicab Detail.

C. COMPLAINTS BY THE PUBLIC. When informed by a person of a violation of the Taxicab Regulations, follow these procedures:

1. COMPLAINT CARD. Advise the person to telephone or mail a complaint card to the Taxi Detail. All taxicabs are required to be equipped with complaint cards.-
2. MEMORANDUM. If the person insists that you record the violation, prepare a memorandum and forward it through channels to the Taxicab Detail.

D. OTHER VIOLATIONS. Upon observing a violation of the Municipal Police Code, Traffic Code, California Vehicle Code or Business and Professions Code, issue the appropriate citation or make an arrest consistent with Department policies and procedures for citations and arrests (See DGO 5.06) and Traffic Enforcement (See DGO 9.01). A copy of any incident report related to enforcement against taxis should be routed to the Taxicab Detail.

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**References**

DGO 5.06, Citation Release

DGO 9.01, Traffic Enforcement

## 800 MHz Portable Radios

This order outlines procedures for the inventory, issuance and repair of the 800 MHz portable radio and accessories.

### I. POLICY

**RESPONSIBILITIES OF MEMBERS.** It is the policy of the Department to regulate the use and care of the 800 MHz portable radios to ensure that they are properly functioning and available to members. Officers who are assigned an 800 MHz radio shall be responsible for its security and maintenance. They shall immediately report any loss, damage or condition, which renders the radio inoperable to their supervisor. The radio should then be delivered to their unit's facility coordinator for repair or replacement. The station keeper is responsible for the care and inventory of units unassigned 800 MHz portable radios. The station keeper shall maintain a sign-out log and ensure that members who have not been issued an 800 MHz radio sign them out on the log sheet before using them and sign them back in when returning them.

### II. PROCEDURES

#### A. INOPERABLE 800 MHz RADIOS

1. **DUTIES OF MEMBERS.** In the event that an 800 MHz portable radio or any of its components (battery, antenna, or microphone) becomes inoperable, return the entire unit to the facility coordinator. If a member is assigned to the Investigations or Administration Bureau, the inoperable radio should be returned to the unit's designated member. Officers **shall not** respond to the Radio Shop (901 Rankin St.) for any radio repairs or modifications.
  - a. Keep the radio intact. Do not remove any of the radio's components (antenna, speaker microphone, or battery).
  - b. Complete a "Malfunction of Portable Radio Equipment" Form (SFPD 365) and attach it to the radio.
  - c. Notify the unit's Facility Coordinator of the inoperable radio.

## 2. AIRPORT BUREAU MEMBERS

If a member is assigned to the Airport Bureau, the inoperable radio should be returned to the equipment officer. The equipment officer will complete a Scheduling & Control, Request for Service form, attach it to the radio and notify the Airport radio shop for repair. Equipment officers are responsible for the care, inventory and signing in and out for all radios.

## 3. DUTIES OF THE FACILITY COORDINATOR/DESIGNATED MEMBER. When notified of an inoperable 800 MHz radio, follow these procedures:

- a. If appropriate, triage the radio to determine if the radio problem is due to a loose accessory connection, or old battery.
- b. Forward the radio to the Property Control Division, Monday through Friday, 0700-1400 hrs.—Make the appropriate radio inventory changes and deliver the inoperable radio/accessory to the Radio Shop (901 Rankin Street.) Upon notification from the Radio Shop that the radio/accessory has been repaired, respond to the Radio Shop and pick up the radio/accessory for return to their units inventory.

B. OPERATION. For efficient radio transmission and reception, the 800 MHz radio must contain a freshly charged battery and be carried with the antenna in the up position. Bending or tucking the antenna reduces the efficiency of radio operations and damages the antenna. To ensure a freshly charged battery, a battery should remain in the charger for at least one hour once the charger light turns green.

## III. MODIFICATIONS

1. Standard whip antenna shall not be replaced with a stubby antenna. For optimum coverage, San Francisco's 800 MHz system was designed to use the standard whip antenna.
2. Officers may attach an earpiece, which has a threaded 3.5mm plug.
3. Officers may attach a Department issued surveillance kit or any microphone kits specific to their unit and job assignments (i.e.: EOD, Hondas, and Solo Units).

4. Unless and approved by the Deputy Chief of Administration, the 800 MHz radio talkgroup radio configurations shall not be modified.

**IV. NOTIFICATIONS / REPORTING REQUIREMENTS FOR LOST/STOLEN RADIOS**

1. Members shall prepare a memo and an incident report.
2. Member's supervisor shall notify the on-duty supervisor at the Emergency Communications Department (415-575-0737).
3. After a preliminary supervisor's investigation and unsuccessful attempts to locate the radio, the Platoon Commander or Officer-In-Charge shall notify System Watch (415-558-3884) to deactivate the radio.
4. Forward a copy of the incident report to the Property Control Division. The incident report shall include the date, time and person notified regarding the deactivation of the radio.

**V. NOTIFICATIONS / REPORTING REQUIREMENTS FOR FOUND RADIOS**

1. When a radio is recovered/found, the appropriate supplemental incident report shall be prepared and a copy forwarded to the Property Control Division.
2. The Platoon Commander or Officer-In Charge shall notify System Watch (415-558-3884) to reactivate the radio.

## **WEAPONS AND PROTECTIVE EQUIPMENT INSPECTION**

This order outlines the inspection responsibilities of the Weapons Officer and also specifies the responsibilities of officers who are issued Department weapons.

### **I. POLICY**

- A. WEAPONS OFFICER.** Commanding officers or officers-in-charge of all Department units assigned weapons and protective equipment shall designate an officer as the Weapons Officer and forward his/her name to the Training Division. The Weapons Officer will be responsible for the condition and serviceability of weapons, chemical agents, gas masks, body armor and ammunition assigned to the unit, with the exception of weapons and protective equipment permanently issued to individual officers.
- B. RETURN OF WEAPONS/PROTECTIVE EQUIPMENT.** Officers who are temporarily issued weapons or protective equipment shall immediately return them to the issuing unit upon completion of their assignments. Officers who are permanently issued weapons and protective equipment are exempt from this provision; however, they are responsible for maintaining and inspecting the equipment for serviceability before each tour of duty.

### **II. PROCEDURES**

#### **A. DUTIES OF THE WEAPONS OFFICER**

- 1. INSPECTION.** Make a weekly inspection of all weapons, chemical agents, gas masks, body armor and ammunition assigned to the unit.
- 2. INVENTORY.** Inventory weapons and protective equipment monthly on "Weapon Officer Report/Inventory" (SFPD 176) and forward it to the Police Range. Include the following information: type and brand, model number, serial number, and condition/serviceability.
- 3. INOPERATIVE/DAMAGED WEAPONS.** Deliver any damaged or inoperative weapon or protective equipment item to the Police Range for repair or replacement.

**USE OF CELLULAR TELEPHONES**

This order establishes policies and procedures regarding the use of cellular phones by command personnel and field supervisors.

**I. INTRODUCTION**

In order to improve the Department's communications capabilities, certain members are equipped with cellular telephones. Department cellular telephones are to be used for official Department business, e.g., operating command posts, making notifications in the field, or in the case of field supervisors, to call back citizens while directing patrol units.

**II. POLICY**

**A. GENERAL.** Members shall comply with the following policies:

1. Calls shall be strictly limited to official police business.
2. Because of their higher operational costs, cellular telephones are to be used only when it is necessary and appropriate. Cellular telephones shall not be used as an office extension when a regular telephone is readily available.
3. In addition, patrol supervisors shall:
  - (a) Restrict their calls to the 415 area code, unless required to complete official police business.
  - (b) Log all completed calls in CAD.

**C. REVIEW OF CELLULAR PHONE CHARGES.** Calls made through cellular telephones will be reviewed by the Department Telecommunications Manager in order to ensure compliance with this order. Any member whose monthly charge exceeds \$72.00 will be required to prepare a memorandum to the Chief of Police itemizing each call, the reason for the call, and certifying that the call was necessary, appropriate, and made pursuant to official police business.

- D. PENALTY FOR VIOLATIONS OF POLICY. Any member who violates this general order will be subject to appropriate disciplinary action and restitution for the cost of unauthorized cellular telephone calls.

### III. PROCEDURES

#### A. FIELD SUPERVISORS' CELLULAR PHONES

1. OPERATION. See operating instructions provided with the cellular telephone.
2. LOCK CODES. When leaving the vehicle for an extended period of time, e.g., end of shift, 10-7M, etc., ensure that the lock code is entered to prevent unauthorized use.
3. REMOVAL OF HANDSET. When the vehicle will not be used by a supervisor, e.g., the vehicle is down for service, assigned to patrol officers, etc., remove the handset from the vehicle and place it in a secure location.
4. LOGGING CALLS. Log all calls made from the cellular phone in the CAD history of the incident, e.g., "Cellular call made to Operations Center to notify on-call homicide inspector."

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#### References

DGO 8.01, Critical Incident Evaluation and Notification  
Event Management Manual

**PERSONNEL COMPENSATION**

This order establishes compensation policies regarding overtime, compensatory time off, vacations, legal and floating holidays, and military, personal, sick and disability leaves.

**I. POLICY**

**A. WATCH OFF (H)**

1. **ENTITLEMENT.** Members of the Department are entitled to (2) two watches off each week, excluding sick, disability, vacations or other leaves of absence, with or without pay.
  - a. Members who work eight-hour days will have a maximum of five (5) watches off in a pay period.
  - b. Members who work 10 hour days will have a maximum of seven (7) watches off during a pay period.
2. **SUSPENDED WATCHES OFF.** The Chief may suspend watches off for any period of time when the needs of the Department require it. Members will receive overtime for suspended watches off and may choose either pay or equivalent compensatory time off as compensation.

**B. OVERTIME (OT)**

1. **DEFINITION.** Overtime is defined as any work performed by a member in excess of the normally scheduled watch or work week.
2. **COMPENSATION.** Officers will be compensated for overtime at the rate of time and one-half for either time off or pay pursuant to Section 8.451 of the Charter of the City and County of San Francisco. Compensation for non-sworn members will be in accordance with the annual salary standardization ordinance. Members shall not be eligible for compensation during hours on SP, VA, OU, FLH and DP.



DGO 11.01  
08/24/94

**3. EARNING OVERTIME. Overtime shall be earned for:**

- a. Work performed on legal holidays.**
- b. Work performed in excess of a normally scheduled watch or work week.**
- c. Required appearances in criminal or traffic court, parole hearings, Department of Motor Vehicles hearings and School Board Decertification Hearings in connection with duties as members.**
- d. Required appearances at the Police Range for requalification during off-duty hours.**
- e. Court standbys.**
- f. Investigative on-call status.**

**4. MONITORING OVERTIME**

- a. -Commanding officers and officers-in-charge shall investigate the necessity of overtime by their members and take measures to ensure that the amount of overtime is kept to a minimum.**
- b. Compensation Requests (SFPD 289) must reflect the actual date and number of overtime hours rounded to the nearest half hour as follows:**
  - Under 15 minutes = no compensation**
  - 15-44 minutes = one half hour**
  - 45 -1:14 minutes = one hour**
- c. Compensation Requests shall be submitted to the member's commanding officer without delay upon completion of the overtime worked.**

**5. COURT OVERTIME**

**a. WATCH OFF STATUS.** Members appearing in court on watch-off days will receive three (3) hours of overtime for their first court appearance commencing with the time indicated on the subpoena. This also includes court preparation and conferences when accompanied by a same day court appearance. No overtime will be allowed for a members meal period.

**(1)** Members appearing in court for more than three (3) hours will receive overtime on an hour-for-hour basis when appearing on scheduled watch off days consistent with Section I., B., 4., b.

**b. SCHEDULED TO WORK STATUS**

**(1)** Members appearing in court less than one hour prior to the beginning of their scheduled watches will receive one (1) hour of overtime.

**(2)** Members appearing in court more than one (1) but less than two (2) hours prior to the beginning of their scheduled watches, will receive two hours overtime.

**(3)** Members appearing in court more than two (2) hours, but less than three (3) hours prior to the beginning of their scheduled watches, will receive three (3) hours of overtime.

**(4)** Members who appear in court during the morning session and are scheduled to start work at 1200 hrs. will be entitled to three (3) hours of overtime regardless of the time indicated on the subpoena. No overtime will be allowed for a members meal period.

**(5)** Members appearing in court for more than three (3) hours will receive overtime on an hour-for-hour basis when off duty during the entire period consistent with Section I., B., 4., b. No overtime will be allowed for a members meal period.

- c. **COURT STANDBY.** Members placed on court standby without appearing in court will receive (2) two hours of overtime only if they are off duty during the entire call-in period indicated on the subpoena. On duty time includes any overtime for purposes of this section.
  - (1) Members on sick leave with pay or disability leave who appear in court or are placed on standby are not entitled to additional compensation. Members are paid as though they were working during these leave periods.
- d. **MEMBERS ON SUSPENSION.** Members on suspension who are subpoenaed and appear in court, or are on "standby" are entitled to compensation at their "regular" rate of pay, not at an "overtime" rate.
- e. **D.A. CONFERENCES.** A member attending an attorney's conference but not appearing in court will receive overtime on an hour-for-hour basis consistent with Section I, B., 4., b. This is not classified as court overtime.
- f. **CIVIL COURT**
  - (1) Overtime requests for civil court appearances in which neither the City nor the Department is a party will be processed, reviewed, and certified by the Accounting Section of the Fiscal Division. These requests must be sent to the Accounting Section along with a copy of the subpoena and the Record of Civil Court Appearance (SFPD 203) approved by the requesting member's commanding officer. Members will be compensated on a half-hour-for-half-hour basis.
  - (2) The Legal Division will review and approve overtime requests for civil cases in which the City or Department is a party. If approved, compensation shall be awarded on an half-hour-for-half-hour basis pursuant to Section I, B., 4., b.
- 6. **ADMINISTRATIVE HEARINGS.** Any member who, as part of his/her assigned duties, is required to appear at any administrative proceeding while off duty, shall be compensated at time and one-half for the hours actually spent, or shall receive three (3) hours compensation, whichever is greater.

7. **POLICE RANGE.** Any officer required to appear at the Police Range for mandatory requalification while off duty will receive overtime on a half hour-for-half-hour basis.
8. **INVESTIGATIVE ON CALL.** Members placed on investigative on-call will receive (2) two hours of on-call pay per day.

**C. COMPENSATORY TIME OFF (OU)**

1. **USE.** With reasonable notice, the Department may require members to use accumulated compensatory time off in excess of three hundred (300) hours.
2. **APPROVAL.** The use of compensatory time off is subject to the approval of the member's commanding officer or officer-in-charge and must be consistent with the needs of the Department. A member requesting to use compensatory time off must submit SFPD 320 sufficiently in advance.

**D. VACATIONS (VA)**

1. **ELIGIBILITY.** No member is entitled to take a vacation day off with pay before completing one year of continuous service as an employee of the City and County of San Francisco.
2. **ACCRUAL OF VACATION**
  - a. At the end of one year of continuous service, members will be awarded vacation allowances calculated by multiplying the total number of paid hours in the preceding year (not to exceed 2080) by .0385 hours. Members with at least one year, but less than five years of continuous service, can accrue a maximum of 320 hours, after which no additional vacation hours will be accrued.
  - b. Members who have completed five years of continuous service will accrue vacation allowances at the rate of .0577 hours for each hour of paid service (not to exceed 2080) in the preceding year. At the end of five years of continuous service, members will receive a one-time vacation bonus computed at the rate of .0192 hours for each hour of paid service. Members with at least five years, but less than fifteen (15) years of continuous service, can accrue a maximum of 360 hours, after

which no additional vacation hours will be accrued.

- c. **Members who have completed 15 years of continuous service shall accrue vacation allowances at a rate of .077 hours for each hour of paid service (not to exceed 2080) in the preceding year. At the end of 15 years of continuous service, members will receive a one-time vacation bonus computed at the rate of .0192 hours for each hour of paid service. Members with at least 15 years of continuous service can accumulate a maximum of 400 hours.**
- d. **Members will receive their vacation allowances at the end of each pay period (biweekly) based on the number of paid hours worked during that period.**
- e. **Members who are absent from duty because of temporary disability arising out of and in the course of their employment, and who are governed by Section 8.515 of the Charter or the Workers' Compensation laws included in the Labor Code of the State of California, shall not lose any vacation rights by virtue of such absence. When a member is unable to use vacation leave due to a disability status, the unused time is added to the member's accumulated balance. If the balance exceeds the maximum allowed, the member will be paid for the excess days.**

### **3. USE OF VACATION**

- a. **Before taking vacation leaves, members must submit vacation requests to their commanding officers indicating the dates and times.**
- b. **With the approval of their commanding officers, members may also use accumulated compensatory time off and equivalent holiday time in conjunction with vacation leaves.**
- c. **With the approval of commanding officers or officers-in-charge, vacation leaves may be taken on an intermittent basis and in one-hour increments.**
- d. **When a legal holiday occurs during a member's vacation, it will not be considered a day of vacation leave. The watch report shall indicate LH (Legal Holiday) for that date.**

- e. Members in their final year of service before retirement may elect to take cash compensation for their accrued vacation.

**E. LEGAL HOLIDAYS (LH).** Members are entitled to 11 legal holidays per year as provided in the Salary Standardization Order.

1. **SCHEDULED TO WORK.** Members who are scheduled to work on a legal holiday and do so will receive their regular pay and overtime for the hours worked. Members shall not change their watch-off schedules to work on legal holidays.
2. **SCHEDULED WATCH OFF.** Members who are ordered to work legal holidays even though they are scheduled watch off shall be carried as working regular overtime or EWW if working a special event, not (LH) holiday pay. These members will be entitled to an In Lieu of Legal Holiday to be used at a later date.
3. **IN LIEU OF HOLIDAY (IL).** Members who are scheduled regular watch off on the date designated as a legal holiday are entitled to an In Lieu of Holiday to be taken at a later date. Members who accrue in lieu holidays must use them by the end of the fiscal year in which they are earned.

**F. FLOATING HOLIDAYS (FH).** Members will be eligible for floating holidays each fiscal year. Members must use these floating holidays within the fiscal year in which they are earned.

**G. MILITARY LEAVE (ML) (MP).** Military leaves for members are governed by the provisions of applicable Federal and State laws, by Charter provision, and by Civil Service Commission Rule 22. Questions concerning military leave should be directed to the Commanding Officer of the Personnel Division.

1. **(MP)** A member with at least one year of continuous Police Department service immediately prior to the date on which the temporary military leave of absence begins shall be entitled to receive his/her salary or compensation for a period not to exceed the first 30 calendar days of any such leave; however, pay for such purposes shall not exceed 30 days in any one fiscal year. A member is not entitled to a temporary military leave of absence for a period of inactive military duty, such as weekend drills.

2. A member of the Department who is also a member of the Armed Forces Reserve Corps, National Guard, or Naval Militia is entitled to a temporary military leave of absence while engaged in military duty ordered for purposes of active military training, provided that it does not exceed 180 calendar days.
3. Members requesting temporary military leaves of absence shall make the application on Civil Service Commission Form 7-20, attach copies of their Active Duty Training orders and submit them to their commanding officers. Commanding officers shall forward the forms and attachments to the Personnel Division at least 10 days prior to the first day of the leave period.

**H. PERSONAL LEAVE (PL).** Personal leave is defined as an unpaid absence for personal reasons which includes maternity, adoption, etc.

1. **APPLICATION.** Application for personal leave without pay for more than five (5) consecutive working days, as set forth in the Rule 22 of the Civil Service Commission, shall be made in writing on Civil Service Commission Form 7-20. The completed form shall be submitted to the member's commanding officer, for approval or disapproval. Approval shall not be unreasonably withheld.
2. **APPROVAL.** Whether approved or disapproved, the application form shall be forwarded to the Commanding Officer of the Personnel Division at least 10 days prior to the first day of the leave period. The Commanding Officer of the Personnel Division shall approve or disapprove the application and forward it to the Chief of Police.
3. **APPEAL.** The decision of the Chief is final unless an appeal is specifically granted pursuant to Rule 22 of the Civil Service Commission. Questions concerning personal leaves without pay should be directed to the Commanding Officer of the Personnel Division.

**I. SICK LEAVE (SL).** Sick leave is defined as an unpaid absence due to illness or injury not arising out of and in the course of Department employment.



- J. SICK LEAVE WITH PAY (SP).** Sick leave with pay is defined as a paid absence due to illness or injury not arising out of and in the course of Department employment. Sick leave with pay may be granted only to members who have earned Sick Leave with pay credits and have served a total of six continuous months of regularly paid service.
- 1. ACCRUAL.** Sick Leave with pay is earned at the rate of four (4) hours for each 80 hours of regularly scheduled paid service. A member may accumulate a maximum of 1,040 hours of sick leave with pay credits. All sick leave hours accrued beyond the maximum will be lost. Members on Disability Leave will continue to earn sick leave with pay credits.
  - 2. USE OF SICK LEAVE.** The use of sick leave by officers is subject to rules adopted by the Police Commission and approved by the Civil Service Commission. Any provisions not covered by the Police Commission in this order shall be as provided in Civil Service Commission Rule 22.
  - 3. LEAVE REQUESTS.** Members needing to take extended sick leave because of a non work-related illness or injury must make a request for leave. Members must obtain a Request for Leave Form 3670a CSC 7-20 (1-91) from the Personnel Division, fill in the appropriate sections and forward the form to their personal physicians for completion. When complete, members shall forward the forms to their commanding officers for approval. After approval, commanding officers shall forward the forms to the Personnel Division, which will forward them to the Deputy Chief of Administration. A copy will be returned to the member.
  - 4. EXTENSIONS.** When the member and physician realize that the sick leave will need to be extended, the members shall obtain another Request for Leave form and follow the above procedures to officially extend the leave. Absent the receipt of the request for the extension, the member shall be expected to report for duty within 24 hours of the last day of authorized leave.
  - 5. END OF LEAVE.** A member shall, when on sick leave and the periods prescribed in the approved leave have been exhausted, report for duty within twenty four (24) hours or arrange for additional leave.



6. **BEREAVEMENT.** A member may take up to three (3) days of sick leave in the event of the death of a member's parent, step parent, grandparent, parent-in-law, spouse, sibling, child, step child, adopted child, legal guardian or any person who is permanently residing in the household of the member. A member may take one sick leave day in the event of a death of any other relative.
  - a. Sick leave for bereavement must be taken within 30 calendar days after the date of death. Two additional sick leave days will be granted if travel outside of the State of California is required.
  - b. A member requesting sick leave for bereavement shall notify his/her commanding officer, officer-in-charge or a superior officer at the earliest opportunity, and inform him/her of the decedent's relationship to the member, the number of sick leave days requested and the dates.
  - c. The approved sick leave time will be recorded as SP if the member has SP accrued or SI if the member has exhausted his/her SP balance.

**7. REPORTING POLICY**

- a. Members who are unable to report for duty because of illnesses or injuries shall immediately notify their commanding officers, officers-in-charge or superior officers.
- b. Officers, after being absent for three (3) consecutive working days, and non-sworn members, after being absent for five (5) consecutive days, shall forward, without unreasonable delay, to their commanding officers a certificate signed by the treating licensed medical doctor, doctor of dental surgery, doctor of podiatric medicine, licensed clinical psychologist, or Christian Science practitioner, stating the reason they cannot report for duty. If the certificate is sent by mail, it shall be mailed by Special Delivery Registered Mail.

## **K. DISABILITY LEAVE (DP)**

### **1. DEFINITIONS**

- a. DUE TO INDUSTRIAL ILLNESS OR INJURY.** Claims related to absences due to illnesses or injuries arising out of or in the course of employment are administered under the State Workers' Compensation Laws and the Rules of the Retirement Board.
- b. DUE TO BATTERY.** Non-sworn members who miss work due to injuries or illnesses received in the course of employment and caused by acts of criminal violence shall be entitled to Sick Leave with Pay under the provisions of Civil Service Commission Rule 22. Authorized Sick Leave under this section is not charged against a member's earned pay credits.

### **2. REPORTING .** When a member of the Department is injured in the line of duty either on or off duty, the following reports must be submitted:

- **Employer's Report of Occupational Injury/Illness (Form 2).**
  - **DWC (Form 1) - Employee's Claim for Workers' Compensation Benefits.**
  - **Written report, if possible, by the injured/sick member showing the cause of the alleged disability and the manner in which it was sustained.**
  - **Investigation report by a superior officer stating the facts regarding the injury or illness, the names and addresses of any witnesses, whether or not the disability was sustained in the performance of police duty, and whether the member was on or off duty at the time.**
- a. A non-sworn member suffering an injury or illness in the course of employment caused by an act of criminal violence, shall immediately notify his/her supervisor and request treatment at the Franciscan Treatment Room or Mission Emergency Hospital in the case of an acute emergency. The supervisor shall investigate, ensure that the proper incident report is made and prepare a memorandum requesting the non-sworn member be carried on Battery Leave. The**

memorandum shall include the date, time, location and circumstances surrounding the incident and shall be forwarded to the Payroll Unit.

**b. When a member suffers from a recurrence of a previously reported work-related injury or illness, the following reports shall be submitted:**

- (1) If on duty, the member shall submit a memorandum to his/her commanding officer stating all the facts regarding the recurrence, the date of the original injury and the name of the treating physician.**
- (2) If off duty, the member shall immediately notify his/her commanding officer, officer-in-charge or a superior officer, who shall prepare a memorandum as indicated above.**
- (3) In either case, the member shall also forward a certificate signed by the attending physician describing the disability. If the certificate must be sent by mail, it shall be mailed by Special Delivery Registered Mail.**
- (4) A member suffering from a recurrent injury shall, without unreasonable delay, notify the San Francisco City and County Employees' Retirement System, Compensation Division, Police Claims Adjustor, and follow any direction.**

**L. TAKING LEAVE PRIOR TO END OF WATCH**

- 1. REQUEST. A member desiring to leave before the end of his/her assigned tour because of a non-industrial-related illness or for personal reasons may request to do so. The officer-in-charge will grant the request based on the needs of the unit.**
- 2. WATCH REPORT. If a request is granted, the officer-in-charge shall ensure that the corrected watch report is prepared and indicate the amount of compensatory time, vacation, or SP taken. The officer-in-charge shall also initial the corrected watch report, noting the leave.**

## **M. GENERAL PROVISIONS**

### **1. LEAVES**

- a. A member granted a leave for a period of two or more days shall submit a report to his/her commanding officer, officer-in-charge, or to a superior officer indicating where he/she may be located during such leave.**
- b. The types of leaves which require leave papers include: sick leave in excess of five days (with or without pay), personal leave (without pay), military leave (with or without pay), maternity and child care leave (with or without pay).**

### **2. SICK OR DISABILITY LEAVES**

- a. A member shall not simulate any injury or illness or attempt to mislead or deceive the treating physician, the Police Physician, the commanding officer or any superior officer assigned to investigate the circumstances of the injury or illness.**
- b. A member shall not apply for treatment or obtain a sick or disability certificate from the Police Physician.**
- c. While absent from duty on account of sick or disability leave, members shall strictly comply with the instructions of the attending physicians, the Police Physician or their commanding officers.**
- d. Members on sick or disability leave shall not leave their residences for more than 24 hours without first obtaining written authorization from their attending physicians or the Police Physician. Members shall fully discuss all the activities they plan to engage in with their attending physicians or the Police Physician to determine whether the activities could aggravate the injuries or delay convalescence. The member shall forward the written authorization to the Personnel Sergeant.**
- e. Members on sick or disability leave shall notify the Personnel Sergeant whenever they will be away from their residences in excess of 24 hours and provide an address and phone number where they can be contacted.**

- f. A member on sick or disability leave shall not knowingly engage in any activity that could aggravate his/her injury or illness or delay convalescence, e.g., sports activities such as baseball, football, etc. Therapy prescribed by an attending physician or physical therapist is exempt from this rule.**
- g. Members on sick or disability leave shall keep all scheduled appointments with their attending physicians. If it becomes necessary to cancel an appointment, the member shall contact the physician's office at the earliest possible time and advise the office staff of the need for cancellation and rescheduling of the appointment. Members who have returned to duty and have follow-up appointments shall also comply with this rule.**
- h. Prior to returning to duty after disability leave, sick leave in excess of 90 days, or a leave of absence in excess of 90 days, members shall notify the Personnel Sergeant. After an examination of the available medical records, the Personnel Sergeant shall either make arrangements to return the officer to duty, or refer him/her to the Police Physician for a physical examination to determine the officer's fitness to perform police duty.**
- i. Members shall not engage in any other business or calling while on sick leave or disability leave, even though prior written permission to engage in secondary employment has been received from the Chief of Police. Permission for such activity must be specifically granted by the Chief of Police with the concurrence of the General Manager of Personnel for the Civil Service Commission.**
- j. Procedures for sick or disability leave for recruit officers at the Police Academy shall be governed by Academy policies and procedures.**

## **JURY DUTY**

This order establishes policies regarding jury duty, including compensation, and outlines procedures for receiving and processing summons.

### **I. POLICY**

- A. DUTIES OF MEMBERS.** Section 219 of the Code of Civil Procedures exempts sworn officers from jury duty; however, civilian personnel are not exempt from serving on juries.
- B. COMPENSATION.** Members of the Department will receive their normal pay while serving as jurors; however, jury fees received (excluding compensation for mileage) will be deducted from the member's pay.

### **II. PROCEDURES**

- A. RECEIVING A SUMMONS.** If you are summoned to serve on jury duty, prepare a memorandum and include the city, county, court and the dates of service. Attach a copy of the summons to the memorandum and forward it to your commanding officer. If after arriving at court, it is determined that you will not be needed for jury duty, and it is your normal workday, you must report for work.
- B. COURT FEES.** Retain any court fees and forward the receipt to the Payroll Section, Room 513, Hall of Justice. The receipt must indicate the dates, the city, county and court where you served, and the amount of compensation received excluding mileage. This amount will automatically be deducted from your pay check.
- C. WATCH REPORTS.** Watch commanders shall indicate "JD" on watch reports for days members are in court.

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### **References**

DGO 11.01, Personnel Compensation

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**QUALIFICATIONS FOR SPECIFIC UNITS**

This order establishes policy regarding medical qualifications necessary for assignment to certain specialized units within the Department. The requirements outlined in this order are in addition to the provisions of DGO 11.06, Personnel Transfers.

**I. POLICY**

- A. MEDICAL EXAMINATION.** To insure the safety of the officer and to maintain Department efficiency, officers will be required to have a medical examination by the Police Physician prior to being assigned to the Crime Prevention Company or the Solo Motorcycle Unit.
- B. AUTHORITY FOR DISQUALIFICATION.** The Police Physician shall decide whether an officer medically qualifies for assignment to these units, and will report his/her decision to the Chief of Police in writing through the Personnel Division. The Chief of Police shall make the final decision based upon information from the Personnel Division and the recommendation of the Police Physician.
- C. PERSONNEL RECORDS.** The Personnel Division will review the officer's personnel file and forward a record of all documented medical absences to the Police Physician.

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**D. MEDICAL FACTORS FOR REJECTION.** In considering an officer for a particular assignment, the Police Physician will conduct a physical examination and review the officer's medical history. The Police Physician may recommend rejection based on factors such as:

1. Absenteeism, both work and non-work related.
2. Disease of any organ system that is either immediately disabling or likely to be disabling in the future.
3. Unhealthy conditions such as significant obesity, hypertension greater than 150/90, drug use (including alcohol abuse), and regular use of certain medically necessitated drugs.

**E. OUTSIDE MEDICAL INFORMATION.** The officer may provide outside medical information, or the Police Physician may require the officer to provide outside medical information at his/her personal expense.

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### References

DGO 11.06, Personnel Transfers