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18-148
08/20/18

Equal Employment Opportunity (EEO) Complaint Procedure
(Re-issue DB 16-104)

The EEO Liaison Unit is located on the fourth floor of the Police Headquarters Building. The after-hours and weekend EEO drop box is located near the front counter window of Southern Station's lobby.

Per DGO 11.07, III.B. Responsibilities, a supervisory officer or manager who learns of a possible discrimination, harassment or retaliation complaint shall report the complaint in writing and take immediate corrective action to defuse the situation and provide some initial remedy, as appropriate. Members shall prepare the complaint on a memorandum and maintain confidentiality of the complainant. The memorandum should include the name of the complainant, the basis for the complaint, the names and contact numbers of any witnesses to the alleged discriminatory action, and all details relative to the allegations. The member receiving the complaint shall collect, preserve and photograph any evidence. Members shall not conduct interviews of witnesses at the time the complaint is being made.

Upon completing the memorandum, the member receiving the complaint shall place the contents in an envelope marked "Confidential" and **HAND DELIVER** the envelope to the Commanding Officer of Risk Management, through the EEO Liaison Officer, by the end of their tour of duty. If after hours or on weekends or holidays, the member preparing the complaint shall place the envelope in the drop box labeled "SFPD EEO Mailbox" located near the front counter window of Southern Station's lobby. In cases where the envelope is too large to fit in the mail slot, the Commanding Officer/officer-in-charge or the on duty platoon commander shall retain the envelope in a secure and preferably, locked location. The oncoming platoon commander or officer-in-charge, shall hand deliver the contents to the Commanding Officer of Risk Management through the EEO Liaison Officer, at 0900 hours on the next business day.

Confidential EEO memorandums shall NOT be placed in Department mail.

Should you have any questions regarding the handling of an EEO complaint, contact the EEO Unit at (██████████) during normal business hours or the EEO Liaison Officer via Operations Center after hours.


WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.