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**Retiring Members Uniform Equipment Turn-In
SFPD Form 549**

Members are responsible for the care and safekeeping of their issued uniform and equipment items as outlined in Department General Order 10.02.

When a member separates from the Department, the Uniform Equipment Turn-In Form SFPD 549A/549B, shall be used to document the return of specific uniform/equipment items that belong to the Department.

Clearly, retiring from the Department signifies the completion of a large and significant chapter of a member's life and can be an emotional and difficult experience. In particular the return of their equipment may definitively signify the end of their career. A retiring member's Commanding Officer should make a reasonable effort to ensure the retiring member is accompanied by an active member from their current assignment or another active member of their choosing during this process.

A copy of SFPD Form 549A/549B is attached to this bulletin for reference.

William Scott
WILLIAM SCOTT
Chief of Police

Per DB 19-070, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.

