



DEPARTMENT NOTICE

19-210
10/10/19

Department General Order 3.06 “Residence Certification” Update Packet #62

The purpose of this bulletin is to announce the REVISION of Department General Order 3.06, *Residence Certification*, adopted by the Police Commission on October 2, 2019.

The revisions include updating information on the SF Employee Portal. Members shall review and edit personal information/data as necessary and notify the Staff Services Division (Staffing and Deployment Unit) by email at sfpd.sdu@sfgov.org or call 415-575-5829 of any changes made in the “My Information” section. Members should be aware that any information entered in the “business” section of the portal will be released by Department of Human Resources (DHR) pursuant to public records requests. Members should only enter general numbers regularly available to the general public under the “Business” headings, not direct lines or cell phone numbers. Members should also be aware that all contact information, including home addresses and contact information listed in the portal will be released to the Union which represent the employee.

Members shall review this revised DGO and maintain a working knowledge of the policy.

Department General Order update packet #62 is attached to this bulletin and is available to members on the SFPD Network Intranet site.


WILLIAM SCOTT
Chief of Police

Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.

RESIDENCE CERTIFICATION

This order delineates the procedures for members to inform the Department whenever they change their residence address, tax status, or personal information.

3.06.01
PROCEDURES

A. RESPONSIBILITIES OF MEMBERS

1. **NEW ASSIGNMENT.** On the first day of work with the Department or when transferred to a new unit, complete a Certificate of Residence (SFPD 11) in triplicate and submit it to your commanding officer or officer-in-charge.
2. **CHANGES.** Complete a new Certificate of Residence and update the SF Employee Portal (www.sfgov.org/sfemployee) within two weeks of the change whenever any of the following occur:
 - a. Your residence, business or cellular telephone number changes.
 - b. Your residence address changes, including both your physical home address and your mailing address. You shall include both addresses. A. P.O. Box or the street address of any post office or mailing service provider will not be accepted as a member's physical home address.
 - c. The name or contact information of the person to notify in an emergency changes.
 - d. Your email address changes.
 - e. You change your name.
3. **CHANGE OF NAME / ADDRESS / TAX.** If your name, address or tax status changes, also go to the Payroll Section and prepare a new W-4 and DE-4 (state equivalent of W-4) forms.

B. RESPONSIBILITY OF THE COMMANDING OFFICER / OFFICER-IN-CHARGE

- a. Forward the original Certificate of Residence to Staff Services and a copy to the Operations Center. Retain a second copy at the unit.
- b. Supervisors are responsible of ensuring that all Certificate of Residences are filled out completely. Additionally, supervisors shall direct members to update the SF Employee Portal.