



DEPARTMENT NOTICE

19-217
10/30/19

Return to Pacific Standard Time

California observes Daylight Savings Time which is the practice of setting the clock forward by one hour during Spring and setting the clock back one hour during Winter.

Daylight Savings Ends – “Fall Back”

At 2:00 a.m. on the first Sunday in November (November 3, 2019 for Fiscal Year 2019-2020), clocks automatically turn back one hour at 2:00 am to 1:00 a.m.

Members who start their shift on November 2nd and work up to or past 2:00 am on November 3rd will work eleven (11) hours.

For members whose watch begins on November 2, 2019, and if the member’s shift continues into November 3, 2019 for an extra hour, the member must submit an Overtime Card for one hour at the end of their watch (e.g. 0200–0300, 0700-0800) and use OT5 event number 190215 (38AIRDST for Airport Bureau members). The overtime reason, approving supervisor, and approved date and time are still required. The above changes in HRMS are critical in identifying the appropriate funding type and account. The corresponding event code must be entered into the HRMS system for members to be compensated.

OIC’s shall ensure that overtime is approved only for members who work additional time beyond the standard 10 hour shift.

Any payroll questions should be directed to the unit’s assigned payroll clerk at (415) 837-7340.

ENFORCEMENT OF ALCOHOL BEVERAGE CONTROL ACT, SECTION 25631

Retail hours of sale

Any on- or off-sale licensee, or agent or employee of such license, who sells, gives or delivers to any persons any alcoholic beverage or knowingly purchases any alcoholic beverages between the hours of 2 A.M. and 6 A.M. of the same day is guilty of a misdemeanor.

For the purposes of this section, on the day that the change occurs from Pacific Daylight Time to Pacific Standard Time, “2 A.M.” means two hours after 12 midnight of the day preceding the day such change occurs.

A handwritten signature in blue ink that reads "William Scott".

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.