



# DEPARTMENT NOTICE

22-006  
01/06/22

## COVID-19 Vaccine Booster Requirement for Sworn Members

On December 29, 2021, the San Francisco Health Officer updated the Safer Return Together Health Order (Order of Health Officer No. C19-017y) and required that all workers in High-Risk Settings receive a COVID-19 booster vaccine by February 1, 2022, or within 15 days after becoming eligible for a COVID-19 booster vaccine.

This includes personnel who are not permanently stationed or regularly assigned to a High-Risk Setting but who, in the course of their duties, may enter or work in High-Risk Settings even on an intermittent or occasional basis or for short periods of time—including for example, but not limited to, paramedics, emergency medical technicians, **police officers** and other law enforcement, and attorneys who enter jail settings or other High-Risk Settings as part of their work.

**Therefore, sworn members shall comply with the City's vaccination policy and receive their COVID-19 booster by February 1<sup>st</sup>, 2022, or within 15 days of eligibility.**

### **Booster Eligibility**

Sworn members are eligible to receive a booster of the Pfizer, Moderna, or Johnson & Johnson COVID-19 vaccine at least six months after receiving a second dose of the Pfizer or Moderna COVID-19 vaccine or two months after receiving the single dose Johnson & Johnson COVID-19 vaccine. Sworn members are required to receive a booster within 15 days after becoming eligible.

### **Updating the SF Employee Portal**

Upon the issuance of this bulletin, members are required to immediately update their COVID-19 vaccine booster status in the Employee Portal if they have already received a booster or within 5 days of receiving the booster. Members must also upload a copy of their vaccine booster record as proof.

If assistance is needed in updating your status or uploading your vaccine record, please email SFPD Staff Services at [sfpd.staffservices@sfgov.org](mailto:sfpd.staffservices@sfgov.org).

Please utilize the following links for submitting your updated vaccine status to the City via the SF Employee Portal:

- [How to submit your COVID-19 vaccine status via the SF Employee Portal video and instructions](#)
- [How to view/update your COVID-19 vaccine status on the SF Employee Portal](#)
- [How to log into the SF Employee Portal for the first time](#)
- [How to reset your SF Employee Portal password or multi-factor authentication \(MFA\) information](#)



Robert Moser  
Acting Chief of Police

*Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*