



DEPARTMENT NOTICE

23-181

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Employee Handbook City and County of San Francisco (Update to DN 06-212)

Be advised that the *City and County of San Francisco Employee Handbook* is available on the SFDHR.org website and in [PowerDMS](#).

All Department members, sworn and non-sworn, are City employees, and are therefore responsible for adhering to the guidelines within the City Employee Handbook. The Employee Handbook provides you with vital information about your health care and retirement benefits, salary administration, pay periods, holidays, and how the civil service system is administered. It also describes the City's commitment to diversity, policies on workplace conduct, appearance, and dress code; attendance and punctuality rules, smoke-free and drug-free workplace status, leave of absence, policy prohibiting harassment, use of sick leave, work schedules, safety on the job, and your obligations as a City employee. Please read the Employee Handbook carefully, as failure to adhere to these policies could result in discipline.

Also be advised that the Employee Handbook does not replace or amend Department General Orders. All Department members, sworn and non-sworn, are still responsible for following all current Department General Orders and Department Notices, which are more specific to San Francisco Police Department policies and procedures.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.