



# DEPARTMENT NOTICE

24-030

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## Equal Employment Opportunity (EEO) Complaint Procedure

(Update to DN 16-104 & 18-148)

The purpose of this notice is to remind members of the EEO complaint procedure.

Department General Order 11.07.03, PROCEDURES states:

**MEMBERS:** Members may make a complaint whenever they reasonably believe they have been subjected to discrimination or harassment based on one or more of the protected categories listed in section 11.07.01, Policy B., or have been subjected to retaliation.

**SUPERVISORS AND MANAGERS:** Supervisors and managers upon learning about a discrimination, harassment, or retaliation complaint directly from a complaining member; indirectly through another member; by personal observation of the conduct; or by other means shall immediately report the matter in writing.

Supervisors and managers shall place the complaint, or their report of the matter, in a sealed envelope clearly marked "confidential" and hand carry the envelope to the Commanding Officer of the Risk Management Division or the EEO Liaison if the Commanding Officer is not available, by the end of their tour of duty.

If the Risk Management Office is closed, the sealed complaint shall be placed in the drop box labeled "SFPD EEO Mailbox" located near the front counter window of Southern Station's lobby. In cases where the envelope is too large to fit in the mail slot at Southern Station, supervisors and managers shall maintain custody of the envelope in a locked location until 0900 hours on the next business day when the supervisor or manager shall hand deliver the envelope to the Commanding Officer of the Risk Management Division, or the EEO Liaison if the Commanding Officer is not available.

**Confidential EEO complaint memorandums shall NOT be placed in Department mail.**

Should you have any questions regarding the handling of an EEO complaint, contact the EEO Liaison Officer at (415) 837-7178 during normal business hours or via the Department Operations Center after hours.

Reference:

DGO 11.07 Prohibiting Discrimination, Harassment, and Retaliation

  
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](mailto:sfpd.writtendirectives@sfgov.org), who will provide additional information.*