



DEPARTMENT NOTICE

24-072

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SFPD Lactation Policy

(Supersedes DN 23-171)

Employees have the right to request lactation accommodations in recognition of the well-documented health advantages of breastfeeding for infants and mothers and in compliance with the Fair Labor Standards Act, California Labor Code, and San Francisco Administrative Code sec. 16.9-26. The San Francisco Police Department (SFPD) is committed to providing a supportive environment to enable breastfeeding employees to express breast milk while at work.

- Employees may take a reasonable amount of time to express breast milk at break times and lunchtime. Flexibility regarding the timing of these scheduled breaks or the additional time required will be discussed with the Americans with Disability Act (ADA) Coordinator (see attached form).
- The SFPD will designate a private space with an electrical outlet in close proximity to the employee's work area to express breast milk (see attached list). The lactation space shall be shielded from view, free from intrusion from co-workers or the public and may vary according to available empty rooms. Specific lactation locations will be discussed with the ADA Coordinator.
- The SFPD will provide appropriate signage for privacy of areas designated for breastfeeding and expressing milk.
- Hand washing facilities and a refrigerator are available at all sites.
- Employees will be responsible for the safety and storage of the expressed milk. Expressed milk may be stored in the refrigerator provided and must be labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

Requests for lactation accommodations shall be directed to ADA Coordinator at [REDACTED] and will be responded to within 5 business days. Should the Department deny lactation accommodation, the Department will provide a written response identifying the basis for its denial. Retaliation against an employee for exercising their right to request lactation accommodation is prohibited.

Please immediately contact Facilities at [REDACTED] if any issues arise with the physical aspects of the lactation space.

Complaint Procedure

Should a dispute arise regarding the Lactation Accommodation, you may file a complaint with the City and County of San Francisco's Human Resources Equal Employment Opportunity Division:

- at 1 South Van Ness, 4th floor, San Francisco, CA 94103
- by calling (415) 557-4900 or (415) 557-4810 (TTY)
- or going online to the DHR website: www.sfdhr.org.

Complaints may also be filed with the California Civil Rights Department (CRD), the U.S. Equal Employment Opportunity Commission (EEOC), or the California Labor Commissioner's Office.

Additional Resources

San Francisco Department of Public Health: www.sfdph.org

San Francisco Breastfeeding Promotion Coalition: www.sfbreastfeeding.org

U.S. Department of Health and Human Services, Office on Women's Health:
www.womenshealth.gov


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.