



# DEPARTMENT NOTICE

24-192

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## Survivor Benefits Checklist and Resource Contact Information

(Supersedes DN 23-049)

The following Survivor Benefits Checklist and Resource Contact Information is issued to serve as both a reminder and a resource for members of the department to ensure that each employee has current and up to date beneficiary information on record.

Members are further reminded that it is the individual responsibility of each employee to ensure that all pertinent beneficiary information is correctly recorded and on file.

### SURVIVOR BENEFITS CHECKLIST

- **Contact Controller's Office (PPSD):**
  - Regarding outstanding pay warrants due to member.
  - Ensure up to date recipient designation.
    - City Hall, Room 316, 1 Dr. Carlton B. Goodlett Pl.
    - Phone: 415-554-7500
    - <https://sfcontroller.org/>
  
- **Payroll Unit:**
  - Call for final payout of Vacation, Compensatory Time, and vested Sick Hours (if applicable) to be paid out to the designated beneficiary.
    - Staff Services - Payroll Office
    - S.F.P.D. Headquarters (5th Floor), 1245 3rd Street
    - Phone: 415-837-7340
  
- **Health Service System:**
  - Contact regarding health benefits and life insurance coverage through any MOU benefit and or supplemental plans/forms.
    - 1145 Market Street (3rd Floor)
    - Phone: 628-652-4700 or 800-541-2266
    - <https://sfhss.org>
  - Contact Staff Services to determine if MOU provided life insurance.
    - Phone: 415-837-7378
  
- **San Francisco Employees' Retirement System (SFERS):**
  - Contact the Retirement System regarding retirement benefits for survivors and/or designated beneficiaries.
  - Ensure up-to-date beneficiary designation.
    - 1145 Market Street (5th Floor)

- Death Notification: 415-487-7044
  - General Information: 415-487-7000 or 888-849-0777
  - <http://mysfers.org/>
- **San Francisco Deferred Compensation Plan (voluntary retirement program):**
- Ensure up-to-date beneficiary designation.
    - 1145 Market Street (5th Floor)
    - SFDCP Retirement Counselors: 415-487-7500
    - <http://www.sfdcp.org/>
- **Workers' Compensation:**
- Contact regarding work-related death benefits (if applicable).
    - 1 South Van Ness (4th Floor)
    - Phone: 415-557-4800
    - <https://sfdhr.org/workers-compensation>
- **Credit Union:**
- Contact the employee Credit Union. The credit union may provide a death benefit to members.
  - Ensure up-to-date beneficiary designation.
    - Police Credit Union:
      - Phone: 415-564-3800
      - <https://www.thepolicecu.org/>
    - SF Fire Credit Union:
      - Phone: 415-674-4800
      - <https://www.sffirecu.org/>
- **Labor Union:**
- Contact the applicable Union. Labor organizations may provide some benefit to the family.
    - Police Officers Association (POA):
      - Phone: 415-861-5060
      - <https://sfpoa.org/>
    - Municipal Executives' Association (MEA) – Police Command Staff:
      - Phone: 415-989-7244
      - <http://sfmea.com/>
    - SEIU 1021:
      - Phone: 415-848-3611 or 877-415-1021
      - <https://www.seiu1021.org/>
    - IFPTE Local 21:
      - Phone: 415-864-2100
      - <https://www.ifpte21.org/>
    - Municipal Attorneys' Association (MAA):
      - <https://www.maa-sf.org/>


- Union of American Physicians and Dentists (UAPD):
    - Phone: 800-585-6977
    - <https://www.uapd.com/>
  - Transport Workers Union (TWU), Local 200:
    - Phone: 415-922-9428
    - <http://local200.twu.org/>
  - Transport Workers Union (TWU), Local 250-A:
    - Phone: 415-922-9495
    - <https://twusf.org/>
  - Stationary Engineers, Local 39:
    - Phone: 415-861-1135
    - <https://www.local39.org/>
  - Theatrical Stage Employees, Local 16:
    - Phone: 415-441-6400
    - <https://www.local16.org/>
- **San Francisco Police Widows' and Orphan's Aid Association (if paying member):**
  - The Association was organized for the purpose of providing financial assistance to deceased Officers loved ones. A death benefit is provided to assist family members in the critical period after a member dies.
    - Phone: 415-681-3660
    - <http://sfwidowsandorphans.org/>
- **Veterans Administration:**
  - Survivors are advised to contact the Veteran's Administration if the employee had served in the military.
    - S.F. Veteran Center
      - Phone: 415-441-5051 or 877-927-8387
      - <https://www.va.gov/directory/guide/facility.asp?ID=523>
- **Social Security Administration:**
  - Contact for survivor benefits.
    - Phone: 800-772-1213
    - <https://www.ssa.gov/benefits/survivors/>
- **Department of Human Resources:**
  - Contact DHR per Administrative Code Section 16.7 which authorizes the City to contribute to the payment of funeral costs of City employees who have died in the line of duty.
    - One South Van Ness Avenue (4th Floor)
    - Phone: 415-557-4800
    - <https://sfdhr.org/>

This is not an all-inclusive list and employees are encouraged to ensure that any other individual survivor benefit policies and/or plans reflect current designated beneficiaries.

**ADDITIONAL CONTACT NUMBERS**

San Francisco Police Department Behavioral Science Unit: 415-837-0875  
United Behavioral Health: 800-888-2998  
American Council of Life Insurance: 202-624-2000  
Internal Revenue Service (IRS): 800-829-1040  
Department of Public Health: 415-554-2700  
Employee Assistance Program: 628-652-4600 or 800-795-2351

- Catherine Dodd Wellness Center: 1145 Market Street, Suite 100
- <https://sfhss.org/eap>

  
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.*