Mandatory On-Line Implicit Bias Training
for All Supervisors (Civilian & Sworn)

Executive Directive 18-02, **_Ensuring a Diverse, Fair, and Inclusive City Workplace_**, requires all supervisors (civilian and sworn) complete DHR's online Implicit Bias training **by December 31, 2019**. The online course provides an overview of implicit bias and discusses how bias can impact our decision making. Even if you have participated in previous implicit bias training, this course is still mandatory. It will provide a helpful refresher.

All supervisors have been enrolled in this 45 minute Implicit Bias training in the SF Learning Portal. Supervisors can access the training using the following link:

▬▬▬▬▬▬

Attached are directions with screen shots to help you log in and find the training.

The SF Learning Portal tracks completion of the training. As such, compliance is tracked by DHR; so **_certificates don't need to be printed_**, stored, forwarded to the academy or entered into HRMS. If you have any technical difficulties with this training, please contact Anh.Tang@sfgov.org at DHR for assistance.

WILLIAM SCOTT
Chief of Police

Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.

How to Access the Implicit Bias Course

1. Open a new browser window in Chrome (there are known issues with using Internet Explorer). Go to https://sfgov.org/sfc/employee-gateway and click on the "SF Employee Portal" tile.

2. Log into the SF Employee Portal with your DSW number and Password.
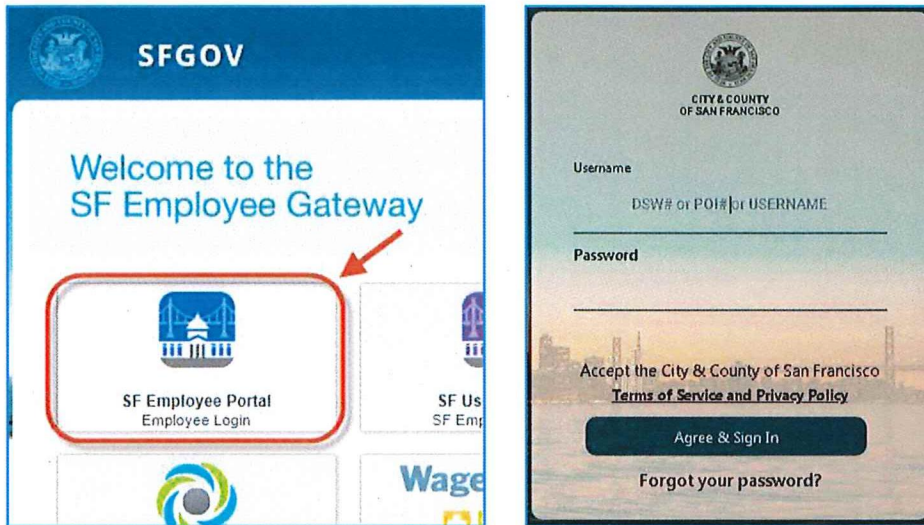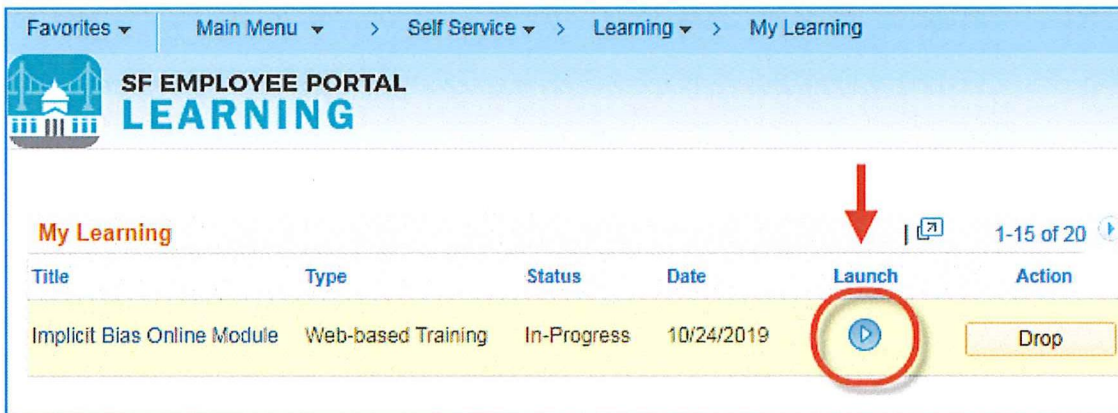

3. Click on the "Work Links" Tab. Then click on "SF Employee Portal LEARNING".
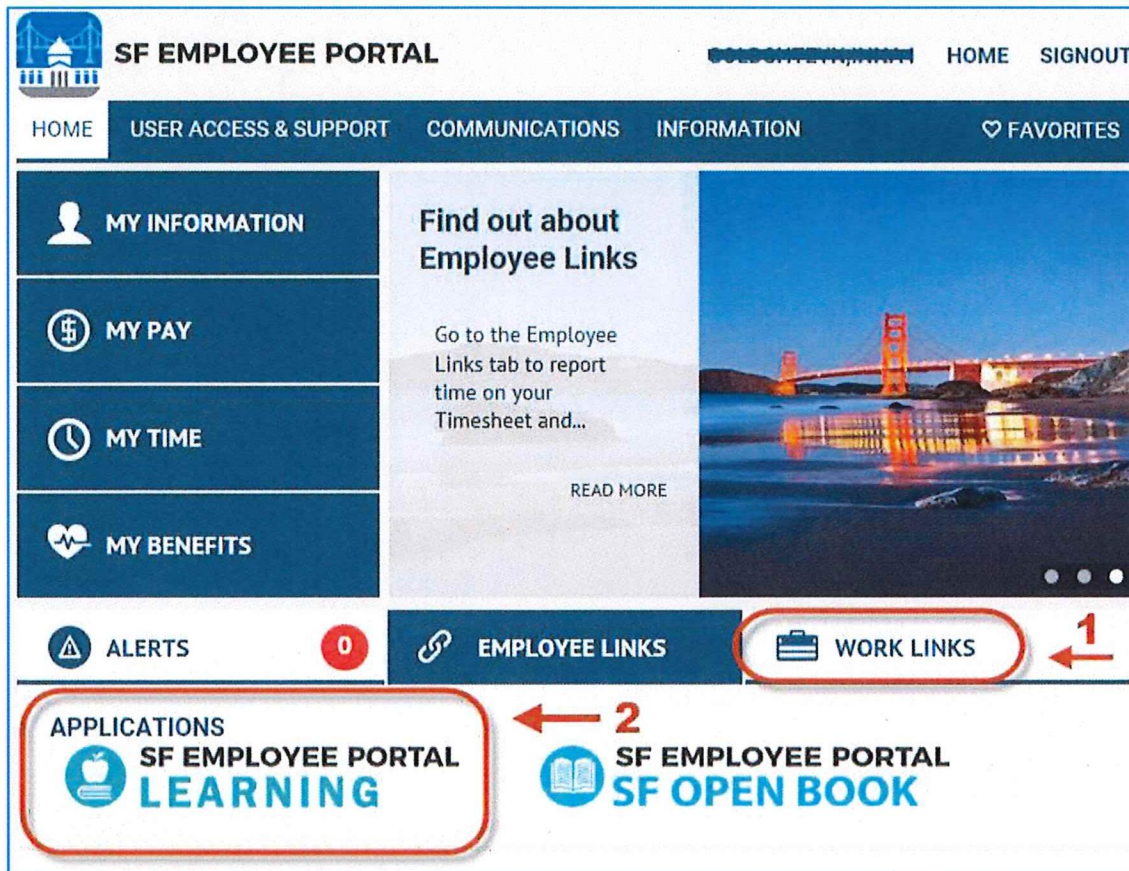
4. To see whether you have already been enrolled in the course, click on "My Learning."
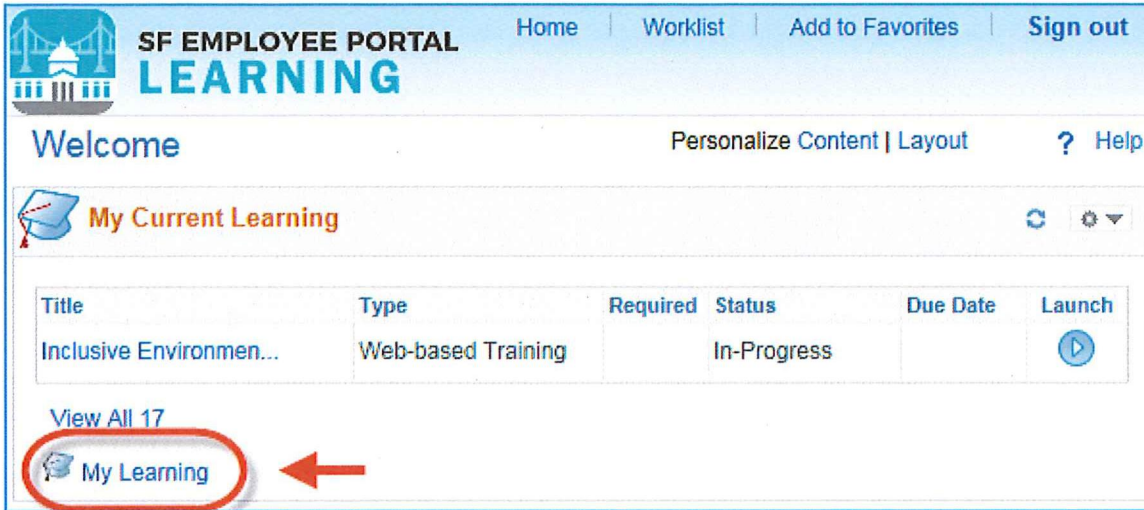
5. Locate the training listed. Click the "Launch" button to open the training. You may need to click "Launch" a second time on the next screen. A new tab will open with the training.

6. Close the "SF Employee Gateway" tab at the top of your screen before you begin the training. This will ensure your training will not time out and will record completion properly.
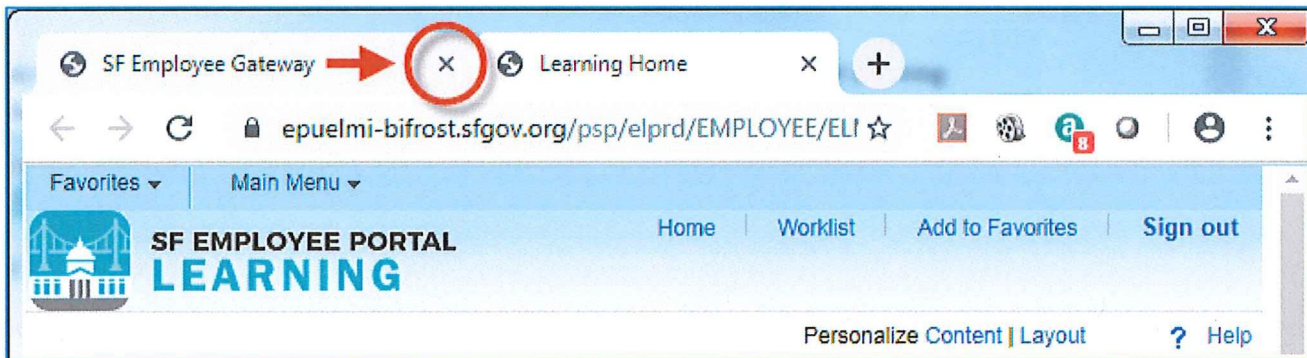
Now you can begin the training! Please leave yourself about 45 minutes to complete.
If you have any difficulty accessing this course, please email wd.dhr@sfgov.org.