



DEPARTMENT NOTICE

22-062
06/24/22

Harassment Prevention and Bystander Training

Every year, all employees must take either the online *Harassment Prevention Training* or *Bystander Training* in SF Learning. These trainings are required for all employees to comply with state law and local policy. The *Harassment Prevention Training* and *Bystander Training* are important courses that support the City and County of San Francisco's efforts to create a safe and respectful workplace for all employees.

All members must complete one of the following trainings:

- All non-supervisory employees must complete the *Bystander Training* this year.
- All employees in classifications with supervisory designations- including managers, supervisors, and leads- must complete the new *Harassment Prevention Training* this year

All employees have been automatically enrolled into one of these two trainings in SF Learning. Attached are directions on how to find your assigned training in SF Learning. [REDACTED]

All members shall complete the training no later than September 30, 2022.

Length of Training

Members should allocate between 2 and 2 ½ hours of time to complete the assigned training and no overtime is authorized.

Proof of Training Completion:

After you complete the training, SF Learning will have a record of your completion status after 24 hours. We recommend that you save a screen shot of the final slide of each training module as proof of completion for your own records. When you complete the fourth module, you will be able to print a certificate of completion.

[REDACTED]

If you have difficulty accessing this training in SF Learning, please contact DHR's Workforce Development team at: [REDACTED]



WILLIAM SCOTT

Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information about the directive.