



DEPARTMENT NOTICE

22-090

9/8/22

Telecommute Policy and Program

Under the City's Telecommute Policy and Program (TPP), including the Interim COVID-19 Telecommute Policy and the provisions of applicable labor agreements (MOUs) (collectively, the TPP), employees who telecommute must work on-site at their City-designated work location at least three days per week, with a maximum of up to two days per week remotely telecommuting, effective September 12, 2022.

Employees who already have an approved telecommute agreement that does not meet the new requirements must submit an updated telecommute agreement by September 30, 2022, to [REDACTED]

Employees interested in a new official telecommute agreement should email the following by September 30, 2022, to [REDACTED]

- A completed application:
<https://sfdhr.org/sites/default/files/documents/Telecommute/Telecommute-Agreement-Form.pdf>
- A copy of the Telecommuting eLearning Module Certification of Completion:
<https://sfdhr.org/sites/default/files/documents/Telecommute/Instructions-for-SFLearning-Telecommuting.pdf>
- Photos of the designated worksite (to include equipment) at an alternate location
- A Management Plan approved by your supervisor (sample attached).

SFPD is not obligated to provide department-issued computers, equipment, software, or supplies to employees for telecommuting purposes. In addition, applicants must have high-speed internet to connect to the City's system using Virtual Private Network (VPN).

Telecommuting is a privilege, not a right, meaning a telecommute agreement can be modified or terminated at any time. Additionally, and as outlined in the City's TPP, some jobs are not suited for telecommuting, and applications may not be approved.

Questions or concerns should be emailed to [REDACTED]

A handwritten signature in blue ink that reads "William Scott".

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.