



# DEPARTMENT NOTICE

24-045

Published: 03/13/24

Expires: 03/13/27

## Employee Information Regarding SFPD Reasonable Accommodation Process

(Update to DN 21-014)

The federal Americans with Disabilities Act (ADA) and California's Fair Employment and Housing Act (FEHA) prohibit discrimination, including harassment and retaliation, against qualified employees on the basis of disability. In accordance with the law, it is the policy of the SFPD to provide equal employment opportunities to employees with disabilities. To ensure equal employment opportunity, the SFPD will provide Reasonable Accommodation to the known physical or mental disability of a qualified individual, unless to do so would pose an undue hardship or a direct threat to the health or safety of others.

### Who is protected?

The law protects employees with disabilities who are otherwise qualified for the positions they hold and can perform the essential functions of those jobs with or without reasonable accommodation.

A person with a disability is an individual who:

- has a physical or mental impairment that limits a major life activity; or
- has a record of such an impairment which is known to the employer; or
- is regarded by the employer as having, or having had, such an impairment; or
- is regarded by the employer as having, or having had, a disorder or condition that has no present disabling effect, but that may become a disability.

Impairments that require special education or related services are also disabilities.

A disabled employee is otherwise qualified if the employee meets the necessary prerequisites of the job, such as licenses, skill, experience, education, training, work experience and other job-related requirements.

Essential Functions are fundamental job duties of a position. They do not include marginal duties.

A Reasonable Accommodation is a modification or adjustment to a job, employment practice, or work environment that enables a qualified individual with a disability to enjoy equal employment opportunity. Examples of reasonable accommodation include, but are not limited to, making existing facilities accessible, acquiring equipment or devices, providing qualified readers, modifying work rules, or transfer to a vacant position.

### How do you request reasonable accommodation?

To request accommodation, you must notify your supervisor, personnel officer, ADA coordinator, or department head. As a general rule, it is your responsibility to inform your employer that accommodation is needed. Your request may be made verbally or in writing.

Once you have made your need for accommodation known, you will be provided with information about the Reasonable Accommodation process. You must complete and submit the Request for Reasonable Accommodation and Medical Authorization & Release forms to the SFPD ADA coordinator, for your request to be processed.

Once you have submitted these two forms, the reasonable accommodation process will determine if you are a qualified individual with a disability and, if so, the effectiveness of any proposed reasonable accommodation. During this process, staff will meet with you to discuss your accommodation request and will update you periodically in writing regarding the status of your request.

Unless your disability is obvious, your health care provider must submit the "Health Care Provider Certification Form" and "Essential Functions Guide," which will be sent to your health care provider once you have submitted a signed Medical Authorization & Release form. All medical-related information shall be confidential, provided only on a need-to-know basis.

To ensure that the reasonable accommodation process is completed as quickly as possible, be sure that any completed forms are accurate and legible and returned as soon as possible.

Throughout this process, you may be represented by your union representative, attorney or any other third party.

It is your responsibility to inform your supervisor or ADA coordinator should either your condition or the nature of your job change, such that any accommodation provided needs to be modified or is no longer necessary.

Members who want to request a reasonable accommodation or who have additional questions regarding the Department's reasonable accommodation process may contact the Department's ADA Coordinator by calling (415) 837-7221 or by responding in person to the Staff Services Division at Police Headquarters, 1245 3<sup>rd</sup> Street, 5<sup>th</sup> floor.

### **Complaint Procedure:**

Should a dispute arise regarding the Reasonable Accommodation process, you may file a complaint with the City and County of San Francisco's (CCSF) Human Resources Director, whose decision is subject to review by the Civil Service Commission. You may also file a discrimination complaint with your union, the California's Civil Rights Department (CRD) and/or the federal Equal Employment Opportunity Commission (EEOC).

### **Resources:**

SFPD ADA Coordinator; 1245 Third Street #5170, San Francisco, CA 94158; 415.837.7221; TTY 415.575.5827

CCSF Human Resources; 1 South Van Ness Avenue, 4<sup>th</sup> Floor, San Francisco, CA 94103; 415.557.4900; TTY 415.557.4810; <https://www.sf.gov/what-equal-employment-opportunity-and-how-file-claim>

CRD; <https://calcivilrights.ca.gov/>; 800.884.1684; TTY 800.700.2320

EEOC; 450 Golden Gate Avenue, 5 West P.O. Box 36025, San Francisco, CA 94102; 800.669.4000; TTY 800.669.6820; [www.eeoc.gov/](http://www.eeoc.gov/)

CA Dept. of Rehabilitation; 455 Golden Gate Avenue #7727, San Francisco, CA 94102; 415.802.2330; [www.dor.ca.gov](http://www.dor.ca.gov)

  
WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn and 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.*