

**SAN DIEGO POLICE DEPARTMENT  
ORDER**

**DATE/TIME:** JULY 22, 2019 – 1530 HOURS

**NUMBER:** OR 19-15

**SUBJECT:** ANNUAL EQUAL OPPORTUNITY (EEO) POLICY  
ACKNOWLEDGEMENT

**COST CENTER:** 1914000013

**SCOPE:** ALL MEMBERS OF THE DEPARTMENT

**DEPARTMENT PROCEDURE AFFECTED:** 5.03 Equal Employment Opportunity

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The City of San Diego is committed to providing a work environment free of discrimination, harassment, and retaliation; and ensuring that the principles of fair and equal treatment are understood, respected, and practiced throughout the workplace.

On July 1, 2019, all City employees received an email regarding this commitment, including employees' rights and responsibilities under the City's Equal Employment Opportunity (EEO) Policy. All City employees, elected officials, contract workers, interns, and volunteers shall review and acknowledge the policy via SuccessFactors.

To ensure compliance and familiarity with this policy, **all department personnel are required to log into SuccessFactors, review, and affirm receipt of the EEO policy Annual Statement by the deadline of August 2, 2019.** Captains and equivalents are responsible for ensuring employee compliance with this order.

Only employees on medical or military leave, or long-term disability leave for the entire period of July 1, 2019 to August 2, 2019, will be excused from affirming this receipt by the stated deadline. A "tailgate" group training option may be offered for employees who do not have access to computers or to SuccessFactors.

If you have any questions please contact Internal Affairs EEO Coordinator, Detective Sergeant Ruben Gutierrez at 619-531-2855.

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Please read at squad conferences and give a copy to all personnel.