

1 [Department of Emergency Management; Divisions of Emergency Communications and of  
2 Emergency Services and Homeland Security; qualifications for Director and Deputy Directors.]

3 **Ordinance amending the San Francisco Administrative Code, by amending Section**  
4 **2A.200, to re-name the "Department of Emergency Communications" as the**  
5 **"Department of Emergency Management," establish Divisions of Emergency**  
6 **Communications and of Emergency Services and Homeland Security within the**  
7 **Department, and set qualifications for the Director and Deputy Directors, and by**  
8 **amending Section 7.7, to substitute the Director of the Department of Emergency**  
9 **Management for the Director of Emergency Services.**

10 Note: Additions are *single-underline italics Times New Roman*;  
11 deletions are *strikethrough italics Times New Roman*.  
12 Board amendment additions are double underlined.  
13 Board amendment deletions are ~~strikethrough normal~~.

13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. The San Francisco Administrative Code is hereby amended by amending  
15 Section 2A.200, to read as follows:

16 **SEC. 2A.200. DEPARTMENT OF EMERGENCY MANAGEMENT COMMUNICATIONS.**

17 (a) **Department of Emergency Management Communications; Director.** There is  
18 hereby created a Department of Emergency Management Communications. The Mayor shall  
19 appoint a Director of of the Department of Emergency Management Communications who shall  
20 serve as department head and appointing officer for the Department. The Director, at the time  
21 of appointment, must have a total of at least ten years of employment, experience, or professional  
22 service in any of the following fields: firefighting, law enforcement, public health, or military service,  
23 or in the fields of disaster management or emergency preparedness and relief at the local, state, or  
24 federal level. At least five years of that employment, experience or professional service shall be at a  
25 management level. The Director shall serve at the pleasure of the Mayor and shall report directly

1 to the Mayor. The Department shall include such officers and employees as are authorized  
2 pursuant to the budgetary and fiscal provisions of the Charter.

3 (b) Divisions. *The Department shall include two divisions: (i) Emergency Communications*  
4 *and (ii) Emergency Services and Homeland Security, each headed by a deputy director appointed by*  
5 *the Director of the Department of Emergency Management, with each Deputy Director reporting*  
6 *directly to the Director.*

7 ~~*(b) Construction Phase.* The Director of Emergency Communications shall be the Project~~  
8 ~~*Director for the E 911 Project and shall be responsible for constructing and equipping the City and*~~  
9 ~~*County's Combined Emergency Communications Center and related systems (also referred to as "the*~~  
10 ~~*911 communications system facility"). The Director may appoint a deputy Department head to plan the*~~  
11 ~~*operations of the Combined Emergency Communications Center and related systems. The Director*~~  
12 ~~*shall certify the completion of the Center and related systems to the Mayor, the Board of Supervisors,*~~  
13 ~~*the Chief of Police, the Fire Chief and the Director of the Department of Public Health.*~~

14 (c) Emergency Communications Operations Phase. *Upon its completion, the Director of*  
15 *Emergency Communications* The Emergency Communications division of the Department shall  
16 manage the Combined Emergency Communications Center and related systems, and shall  
17 direct all operations related to taking calls from members of the public seeking emergency  
18 police, fire and medical assistance and related to the dispatch of emergency police, fire and  
19 medical services. The Deputy Director of the Department of Emergency Management for Emergency  
20 Communications shall have experience in the field of emergency communications, including  
21 experience at a management level in a large municipal, county or military communications center,  
22 including sufficient professional training and/or experience to manage the operations of the  
23 Combined Emergency Communications Center and related systems.

1           (d) **Emergency Services and Homeland Security.** The Emergency Services and Homeland  
2           Security division of the Department shall be responsible for supporting and overseeing the Emergency  
3           Services of San Francisco, as further provided in Chapter 7 of this Code. The Deputy Director for of  
4           the Department of Emergency Management for Emergency Services and Homeland Security shall have  
5           experience in the field of emergency preparedness and relief, preferably at a management level.

6           ~~(d) **Transfer of Functions.** All City and County programs and staff related to emergency~~  
7           ~~services call taking and dispatch shall be transferred to the Department of Emergency~~  
8           ~~Communications. The duties imposed on the Director of Emergency Communications by Subsection (c)~~  
9           ~~and the transfer of programs and staff to the Department of Emergency Communications shall be~~  
10           ~~effective upon the date the Director certifies the completion of the E-911 Project pursuant to Subsection~~  
11           ~~(b).~~

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13           Section 2. The San Francisco Administrative Code is hereby amended by amending  
14           Section 7.7, to read as follows:

15           **SEC. 7.7. THE EMERGENCY SERVICES OF SAN FRANCISCO – DIRECTOR; POWERS**  
16           **AND DUTIES.**

17           ~~There is hereby created the office of Director of Emergency Services, who shall be appointed by~~  
18           ~~the Mayor. The Mayor, as chair of the Disaster Council and Commander of Emergency Services, shall~~  
19           ~~employ a Director of Emergency Services, who shall have the expert qualifications for the work of~~  
20           ~~emergency preparedness and relief and whose duty it shall be, The Director of the Department of~~  
21           ~~Emergency Management under Administrative Code Section 2A.200, subject to the general~~  
22           supervision of the Mayor and with the assistance of officers in charge of the Emergency  
23           Services, ~~to~~ shall develop and manage an emergency plan of the City and County, ~~to~~  
24           coordinate all protective and relief services for the City and County, ~~train~~ the training of all  
25

1 personnel connected therewith, and direct the operation and implementation of all emergency  
2 plans and activities. *As far as the Disaster Council and the Emergency Services and this work is*  
3 *concerned, the Director shall be subordinate only to the Mayor and he He or she shall work in close*  
4 cooperation with the Disaster Council and with the heads of the several departments of the  
5 municipal government and the officers in charge of the Emergency Services. Under the  
6 general supervision of the Mayor, the Director shall maintain the necessary contacts with the  
7 State Emergency Council and the several local disaster councils within this metropolitan area,  
8 in order that coordination of the work of the Disaster Council with the State Emergency  
9 Council and other disaster councils may be had. The Director shall serve as the Executive  
10 Secretary of the City and County Disaster Council and shall have such other powers and  
11 duties as may be assigned by the Mayor. *The compensation of the Director shall be fixed in*  
12 *accordance with the fiscal and budgetary provisions of the Charter.*

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14 Section 3. At 12:00 noon on the effective date of this ordinance, the tenures of the  
15 persons then holding the positions of Director of Emergency Communications and Director of  
16 Emergency Services shall expire. At that time, the Mayor shall appoint a Director of the  
17 Department of Emergency Management, and the Director of the Department of Emergency  
18 Management thereafter shall appoint a Deputy Director of Emergency Management for  
19 Emergency Communications and a Deputy Director of Emergency Management for  
20 Emergency Services and Homeland Security.

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22 APPROVED AS TO FORM:  
23 DENNIS J. HERRERA, City Attorney

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By:

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THOMAS J. OWEN  
Deputy City Attorney

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