



City and County of San Francisco

Edwin M. Lee, Mayor

San Francisco Department of Public Health

Barbara A. Garcia, MPA

Director of Health

San Francisco Department of Public Health

*Policy & Procedure Detail**

Policy & Procedure Title: Government Relations (EXF3)		
Category: External Activities		
Effective Date: January 6, 2011		Last Revision Date: February 2, 2015
DPH Unit of Origin: Office of Policy & Planning		
Policy Owner: Colleen Chawla	Phone: 554-2769	Email: Colleen.Chawla@sfdph.org
Distribution: DPH-wide <input checked="" type="checkbox"/>	Other:	

**All sections in table required.*

1. Purpose of Policy

This policy & procedure is designed to ensure that the San Francisco Department of Public Health (DPH) policies and mission/goals are appropriately represented and communicated to government officials.

2. Policy

By following this policy & procedure, staff members will ensure that DPH's policy issues are properly vetted and communicated.

All staff members must work through his/her primary division review process and the DPH's Office of Policy & Planning before:

- ◆ Contacting the Board of Supervisors, Mayor's Office, or any state or federal legislator or regulator to seek legislative or regulatory change;
- ◆ Testifying on behalf of DPH at a legislative or regulatory hearing;
- ◆ Submitting a letter or comments from DPH on pending legislation or regulation; or
- ◆ Hosting a policymaker, including legislators or senior administration officials. (Note: This does not include site visits by licensing or accrediting bodies.)

During work hours, all staff members are representing DPH. It is the responsibility of staff in meetings and through correspondence to convey DPH policy rather than individual views and/or opinions. This does not limit an individual's right to advocate their own opinions, which may be done on personal time.

3. Procedures

If approached by a policymaker seeking input on a legislative or regulatory change or requesting a visit or tour, the staff member must contact his/her supervisor, and also contact Colleen Chawla immediately for guidance. (Please see the *Policy & Procedure Detail* section above for Ms. Chawla's contact information.)

Direct communication and work on a policy issues or proposals should first be vetted through the internal division review process. For the Population Health Division (PHD) this means going through the Office of Equity and Quality Improvement (Mr. Nieves-Rivera can be contacted at 554-2655 or by email at israel.nieves@sfdph.org). For the San Francisco Health Network (SFHN) and Central Administration this means staff must review the request with his/her supervisor. The proposed activities must then be reviewed by Office of Policy & Planning; sometimes this is done concurrently with the internal division review. The Office of Policy and Planning helps to calendar items for the Health Commission, if necessary, as the Health Commission often must approve recommendations before the issue goes to the Board of Supervisors.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~
