



DEPARTMENTAL  
GENERAL  
ORDER

Rev.  
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D-15

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## DOMESTIC PARTNERS BENEFITS

The purpose of this order is to set forth City of Oakland policy and procedures for registration and termination of Domestic Partner Relationships and for procuring benefits extended to qualified domestic partners.

### I. POLICY

- A. "Domestic Partnership" is defined as a relationship between two cohabiting, unmarried and unrelated people, regardless of gender, who, being over 18 years of age, have resided together for at least six (6) months prior to the filing of a Declaration of Domestic Partnership form, and who share responsibility for the common living expenses of food, shelter, and medical care.
- B. The City's vision and dental benefit plans and family sick leave are extended to domestic partners and children of domestic partners of non-sworn employees only. Family death leave is extended to domestic partners of sworn and non-sworn personnel.
- C. Family sick leave is authorized for a domestic partner's child only if the employee is the child's biological or legal parent. Family sick leave is not authorized for the ill parent of a domestic partner.
- D. Family death leave is authorized after the death of a domestic partner's mother, father or child.

### II. PROCEDURES

- A. To be eligible for benefits, a member or employee and his/her domestic partner must complete and file a Declaration of Domestic Partnership form at the Employee Benefits Office.

- B. To obtain dental and vision coverage for their domestic partners non-sworn employees must return completed dental and vision care enrollment forms to the Employee Benefits Office or through the Accounting Section.
- C. Members and employees shall follow Departmental procedures for requesting family sick leave and family death leave.
- D. Unit commanders shall contact the Employee Benefits Office to verify that an approved Declaration of Domestic Partnership is on file before approving requests for leave. In the event that verification cannot be obtained in advance, conditional approval may be granted subject to verification.
- E. Upon termination of a domestic partnership the member or employee shall file a Termination Statement with the Employee Benefits Office. A new declaration may not be filed for a new domestic partner relationship within one year of filing the Termination Statement.

### III. REFERENCE

- A. City Administrative Instruction 559, Domestic Partners Relationship, sets forth City policy and procedures and definitions of family sick and death leave.
- B. [General Order D-2, FAMILY DEATH LEAVE](#), sets forth Departmental policy and procedures for requesting family death leave.

By order of

Joseph Samuels, Jr.  
Chief of Police

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