



**San Francisco Police Department
Professional Standards & Principled Policing Bureau
Department of Justice Compliance**

<p>Individual Recommendation Report</p> <p>Rec. Number: 92.2</p> <p>Assigned To Project Manager: Captain Richard Struckman</p> <p>Prepared by: Lieutenant Kirk Yin</p> <p>Priority: Low</p>	<p>Reserved For PSPPB Only</p> <p><input checked="" type="checkbox"/> President's Task Force 1.4, 1.8, 2.5, 5.3, 6.2, 6.3, 6.6</p> <p><input checked="" type="checkbox"/> Blue Ribbon Panel 23, 25, 27-28, 45-53, 59-61, 63-66, 77-78</p> <p><input type="checkbox"/> CJTF SF Bar Association</p> <p><input type="checkbox"/> Department of Police Accountability</p> <p><input type="checkbox"/> Civil Grand Jury:</p>
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DOJ Recommendation #: *The SFPD needs to require this assessment report (the Department of Justice Collaborative Reform Initiative, "DOJ CRI") as reading for all promotions.*

DOJ Objective: Recruitment, Hiring Personnel Practices

Executive Summary:

In May 2016, the City and County of San Francisco entered into a Memorandum of Understanding with the Department of Justice (DOJ) Office of Community Oriented Policing Services (COPS Office) to assess the San Francisco Police Department's policies and procedures. Per the COPS Office *Goal and Objectives Statement*, the COPS Office's goal was to "Assess, monitor, and assist the San Francisco Police Department (SFPD) in collaboration with the community in the implementation and sustainment of reforms that increase public trust through improvements in community-oriented policing practices, transparency, professionalism, and accountability while taking into account national standards, best practices, current and emerging research, and community expectations."

In October 2016, the DOJ CRI released 94 findings with 272 recommendations based on the following assessment areas:

1. Use of Force
2. Bias
3. Community Policing Practices
4. Accountability
5. Recruitment, Hiring, and Personnel Practices.

Purpose:

The SFPD respects the analysis and strategic recommendations put forth by the *Department of Justice Collaborative Reform Initiative*. As such, the SFPD released Department Bulletin 16-216 "Mandatory Reading" which directed all members to read the *Department of Justice Collaborative Reform Initiative as well as the President's Task Force on 21st Century Policing*.



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Policy:

Pursuant to Department Bulletin 16-216 "Mandatory Reading," the SFPD has already directed all members, sworn and non-sworn regardless of promotive intent, to read the *Department of Justice Collaborative Reform Initiative* by January 30, 2017.

Audit (if applicable):

Per Department General Order 2.01 General Rules of Conduct – Rule 10 Written Orders, "Members shall obey all written orders, policies and procedures of the Department..." Department Bulletin 16-216 is classified as an "A" priority bulletin, the highest classified directive bulletin which was approved by each Deputy Chief and the Legal Division prior to publication. Per Department General Order 3.01 Written Orders, Section Two Department Bulletins, Section C Responsibilities: "Every Member shall...maintain a working knowledge of its contents and comply with its provisions." Lastly, Department Bulletin 15-141 Mandatory Sign-off of Department Issued Documents in HRMS (Human Resource Management System) directed each member to electronically acknowledge receipt and review of "A" priority Department Bulletins.

Written Directive: (D.G.O., Dept. Manual, Bureau Orders, Dept. Bulletins, etc.)

DB 16-216 Mandatory Reading
DGO 2.01 General Rules of Conduct, Rule 10 Written Orders
DGO 3.01 Written Communication System
DB 15-141 Mandatory Sign-off of Department Issued Documents in HRMS (Human Resource Management System)

Supporting Documentation: (Learning Domains, Power points, Lesson Plans, Policies)

SFPD Intranet "Manuals and Guides" screen shot illustrating the *Department of Justice Collaborative Reform Initiative* hyperlink for downloading
SFPD Document Sign Off by Course Report for DB 16-216

Implementation, training & records (How to prove we did what we said?)

To ensure that the *Department of Justice Collaborative Reform Initiative* was easily accessible to all Department members, the Staff Services Division partnered with the Technology Division to upload the report to the SFPD intranet.

On May 22, 2017, Professional Standards and Principled Policing Bureau Officer Graig Wells created the attached Department Bulletin sign-off training compliance report. Over 92% acknowledged DB 16-216 which declared the *Department of Justice Collaborative Reform Initiative* as mandatory reading. A review of those not in compliance consist primarily of Recruit Officers without HRMS sign-off access, civilians, and members on medical or personal leave.

The Academy now has a procedure in place where all recruits will comply with DB 16-216 prior to graduation. Additionally, our Medical Liaison Sergeant and/or Department Physician will remind any members returning from leaves in excess of 30 days (Parental Leave, Family Medical Leave Act, Military Leave, Disability Leave, Suspension, etc.) to review all department bulletins that were issued during their absence, including DB 16-216.



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