

# DGO 3.01

## “Departmental Communications”

San Francisco Police Commission



**CITY & COUNTY OF SAN FRANCISCO**

Police Department

## USDOJ Recommendation

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### Finding 70:

“The process to update Department General Orders is overly protracted and does not allow the SFPD to respond in a timely manner to emerging policing issues.”

### Recommendation 70.1:

“The SFPD should work with the Police Commission to develop a nimble process for reviewing and approving existing and new Department General Orders that supports policing operations with codified, transparent policies.”

## Improves Development and Input

- Each General Order reviewed every five years
- DPA involvement
  - DGOs (drafting and prior to Police Commission submission)
  - Bulletins (prior to Police Commission submission)
- Bulletins vs. Notices (rather than A, B, C Bulletins)
  - Reduces the number of bulletins going to SFPD personnel
  - Notice: information on procedural changes, training, special events, deployments, general information and messages from Chief of Police
- Bulletins come to Commission when changing DGO
  - Only the portion that is changing comes to Commission, not the whole DGO.
  - Two year expiration, DGO re-opened.

## 3.01 at Commission To Date

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Jan. 17, 2018 – discussion

Feb 7, 2018

- Removed word “substantially” from 3.01.06(D)
- Discussed and approved, sent for meet and confer

Jan 16, 2019 – added MOUs to scope of DGO.

## Additions

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Annual Plan Development and Approval:

- Approved by Commission President or designee
- Changes to plan approved by same.
- Current five year plan available

### G. GENERAL ORDER REVIEW

The Written Directives Unit shall be responsible for the ongoing review of all General Orders and maintain a General Order review matrix which may be updated or amended based on litigation, legislation or contemporary issues. The Written Directives Unit will provide an updated General Order review matrix to the President of the Police Commission, or designee, for approval as needed, but no less than once a year on an annual basis. (Attachment A & B). A General Order assigned for review/amendment shall be submitted to the Police Commission for adoption no later than five years from the date listed on the General Order and every five years thereafter.

## Additions

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MOUs impacting DGOs

- Existing agreements included in packets as reference

Memorandums of Understanding ~~are~~ a formal operational agreements between two or more parties that outlines purpose for the agreement as well as the terms, ~~and~~ details, and responsibilities of each party.

### A. FORMAT, APPROVAL, REVIEW AND CONCURRENCE ROUTING

Memorandums of Understanding (MOUs) that have been finalized for signature by the Chief of Police shall be routed to the affected unit's through the chain of command and reviewed by the Chief of Police, Assistant Chief through the chain of command for review and concurrence. Once approved by the Assistant Chief, the MOU shall be submitted to the City Attorney for review and approval. Any edits made by the City Attorney will be provided back to the Assistant Chief for review. Once concurrence has been reached, the MOU shall be submitted to the Chief of Police for final approval and signature, and Deputy Chief who's unit or bureau is affected, and the City Attorney, at the direction of the Chief of Police or designee.

An MOU which modifies a General Order or is governed by a statute outlined in the City Charter shall be submitted to the Police Commission for approval. At the request of a member of the Police Commission, an MOU not covered by a General Order or City Charter shall be submitted by the Chief of Police to the Commission President to determine if the item will be placed on the agenda for full Commission approval.

At no time will the Department enter into an MOU or agreement that dedicates personnel or uses City funds or resources for immigration purposes in conflict with the California Values Act (Government Code secs. 7284.2 and 7284.6) and/or San Francisco Administrative Code Chapters 12H and 12I.

### B. DISCLOSURE

The executed MOUs and agreements shall be forwarded to the Legal Division for filing as the official custodian of records and agent for the disclosure of documents is the Department's custodian of records and agent for the disclosure of the documents pursuant to criminal or civil discovery law, and for the disclosure of documents under the California Public Records Act (Cal. Government Code § 6254, et seq.) and/or the City's Sunshine Ordinance (San Francisco Administrative Code, Chapter 67, Section III). All requests for such documents shall be routed through the Legal Division.

Thank you.  
Any Questions?

SAN FRANCISCO  
POLICE DEPARTMENT

