



# DEPARTMENT NOTICE

23-109

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## Benchmark Command Directive System

Department members take enforcement action on a daily basis. This enforcement action can begin through a number of ways, including when members are directed by higher ranking members to be in specific areas, or instructed to focus on specific types of enforcement. Currently, when a member takes enforcement action as a result of a directive from a higher-ranking member, there is no way to capture that information.

When the Department transitions to the Benchmark Management System's Stop Data System, members will now be able to select "command directed" when they complete a stop entry.

In order to complement the Benchmark Stop Data System and better inform our data collection and analysis, the Department will be utilizing a Command Directive System created by Benchmark to track directives given to members. At 1200 hours (noon) on Wednesday, June 28<sup>th</sup>, 2023, the Department will begin using the Benchmark Command Directive System.

A command directive is defined as:

When a member is instructed, deployed, or detailed to specific locations or districts by a higher-ranking member. These directives can be communicated to individual members, entire watches, stations, units, divisions, bureaus, or Department wide. They include operation orders which contain an enforcement plan. This category also applies when a higher-ranking member directs personnel to focus on a specific type of enforcement including but not limited to, auto burglary, narcotics, illegal vending.

This does not apply solely to being assigned as a sector car in a district.

When a command directive is issued, the member who issued the directive to the member(s) shall:

- Complete a command directive entry in the Benchmark Command Directive System, describing the directive, the date it was issued, and the number of members advised of the directive.
- If the directive originated from a higher-ranking member through the chain of command, community groups or individual community members, allied City agencies, allied law enforcement agencies, or elected officials, members shall, if known, include that by entering that information in the "add initiator" field.

Individual community members should not be listed by name, just member of the community or community member. In all other cases the initiator shall be listed by name and organization.

- If the duration of the command directive goes beyond the date it was issued, a date range for how long the directive is in effective shall be entered.

For command directives that are issued by platoon commanders at lineup (with no added initiators), the duration of the command directive should be two weeks from the last lineup the platoon commander issued the command directive.

- Directives issued that are station-wide and higher or through Operations-Order shall be entered by the Officer-In-Charge, Commanding Officer, respective member of the command staff or their designee.
- Operation Orders with an enforcement plan shall have the event number entered when completing the entry.

Commanding Officers and Officers-in-Charge (or designees) may enter command directives for the duration of a sign-up to reflect the priorities of their unit. For example, a district station may enter a command directive for their plainclothes team to focus on auto burglaries in a specific area until the next seniority sign-up.

Members will access the Benchmark Stop Data System through the MyApps portal on Sfgov.org, the link is: <https://myapps.sfgov.org/ccsfportal/dashboard>. The username will be the member's DSW number and their already established password, which is the member's email password. Once logged in, members will select the Benchmark Analytics icon.

If the Benchmark Command Directive System becomes inaccessible, members shall utilize the attached form to retain stop data and enter data into the Benchmark Command Directive System upon restoration of service. Destruction of hard copy forms is authorized upon successful data upload to the Benchmark Command Directive System, Benchmark Stop Data System. This form will also be available in an electronic format in the SFPD forms folder titled Command Directive Backup.

Entries to Benchmark Command Directive System that require correction must generate a memorandum for record, signed off by a supervisor and submitted to the Technology Division who will work with Benchmark to make the correction.

### **Training & Implementation**

All members shall review and become familiar with the attached training materials including the Benchmark training video which can be accessed by clicking on the below link:

[https://benchmarkanalytics.zoom.us/rec/share/FQd9gu48Yx9vj4jVFmF\\_hkbMcpXajucKt98JbWVPW\\_nxLONYGXe5N-nxAzIqZbRC.rdF2Gsy98JzdxIB](https://benchmarkanalytics.zoom.us/rec/share/FQd9gu48Yx9vj4jVFmF_hkbMcpXajucKt98JbWVPW_nxLONYGXe5N-nxAzIqZbRC.rdF2Gsy98JzdxIB)

Review of the material must be no later than their first day of work on or after Wednesday, June 28<sup>th</sup>, 2023. Questions not addressed in the training materials can be referred to Lt. Sean Frost at [sean.frost@sfgov.org](mailto:sean.frost@sfgov.org).

Members should allocate between 20 and 30 minutes to review all training materials. Review of training can be completed at your own pace. No overtime is authorized.

All training materials are linked in this bulletin and are accessible on any department provided computer or cell phone.

Airport Bureau members shall comply with the policies and procedures outlined in this bulletin.

Members experiencing login/password issues may contact the helpdesk at SFPD Help Desk at [sfpdhelpdesk@sfgov.org](mailto:sfpdhelpdesk@sfgov.org), or by phone at (415) 558-3877.

Questions regarding training or policy issues may contact Professional Standards at [sfpd.professionalstandards@sfgov.org](mailto:sfpd.professionalstandards@sfgov.org).



WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*

## Command Directive

**What was the command directive:** Click or tap here to enter text.

**Command Directive Issued by:** Click or tap here to enter text.

**(If there are additional initiators, record them below)**

**Command Directive Initiated By:** Click or tap here to enter text.

**Command Directive Initiated By:** Click or tap here to enter text.

**Command Directive Initiated By:** Click or tap here to enter text.

**Command Directive Initiated By:** Click or tap here to enter text.

**Date Command Directive Issued:** Click or tap here to enter text.

**Number of Officers Advised of Directive:** Click or tap here to enter text.

**If the Command Directive goes beyond the date it was issued, enter the date range:** Click or tap here to enter text.

**If there was an Op-order related to this Command Directive enter the Event number:** Click or tap here to enter text.