



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

Individual Recommendation Status Report Bureau: Administration Rec. Number: 24.5 Assigned To Project Manager: Susan Merritt Prepared by: Susan Merritt Priority: High	Reserved For Executive Sponsor Only Date Issued: November 7, 2016 Return Date: Success level: Choose One Other Status: Noncompliance: Waiver approval:
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Notes:

DOJ Objective: Bias

DOJ Recommendation #: 24.5

Purpose:

The SFPD should require all members to acknowledge appropriate use standards for electronic communications. This should be a signed acknowledgement, retained in the personnel file of the member, and department personnel should receive an alert reminding them of appropriate use whenever they sign onto SFPD systems.

Policy:

Below is the new policy which now appears as an alert message every time an SFPD employee signs into an SFPD Computer System. The individual must acknowledge the statement below before being allowed to enter and use the computer.

Members may use Department owned and issued equipment, including computer equipment, mobile phones, laptops or any other electronic devices, for work related purposes only. No member shall use access to e-mail, the Internet, or any computer program for any purpose other than those reasonably necessary for the performance of his or her work assignment. (Penal Code § 502).

Members are specifically prohibited from using e-mail, texting, social media or Internet accounts to access information reasonably considered offensive or disruptive to any member. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would reasonably offend someone on the basis of age, sexual orientation, religious or political beliefs, national origins or disability.

Emails, texts, documents and all other content on City-owned computers and smart phones are not private. The Department may monitor, record, access, retrieve, or delete any information, including



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websites that a member viewed, created, stored, received or sent over the department's computers, smart phones, internet links or email systems for any reason with or without cause or notice at any time and without the member's permission.

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

The following existing general orders and bulletins were used in the composition of the new alert message:

Department General Order 10.08
Department Bulletin 16-089
Operations Bureau 13-001
Department Bulletin 17-032
Penal Code 502

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

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

Attached screen shot of new sign in screen for all of SFPD. Additionally, we developed a department bulletin that documents the new policy and what it means when an officer acknowledges the policy. This is Department Bulletin 17-032 and is also attached. We are tracking compliance through the HRMS electronic acknowledgement used for all department bulletins. This is also attached.