



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

Individual Recommendation Report Rec. Number: 81.1 Assigned To Project Manager: Lieutenant Kirk Yin Prepared by: Lieutenant Kirk Yin Priority: High	Reserved For PSPPB Only <input type="checkbox"/> President's Task Force <input type="checkbox"/> Blue Ribbon Panel <input type="checkbox"/> CJTF SF Bar Association <input type="checkbox"/> Department of Police Accountability <input type="checkbox"/> Civil Grand Jury:
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DOJ Recommendation #: 81.1

The SFPD should clearly articulate its hiring and background standards as a matter of building community trust and ensuring applicants are prepared.

DOJ Objective: Recruitment, Hiring Personnel Practices

Executive Summary:

The SFPD adheres to the California Peace Officer Standards and Training regulations as mandated. The SFPD also adheres to the San Francisco Department of Human Resources (DHR) job announcement which details the minimum qualifications for the Q2 Police Officer position. Both the SFPD and DHR publish the Q2 Police Officer standards on the internet.

Purpose:

In order to offer candidates a clear understanding of the Q2 Police Officer job requirements, both the SFPD and DHR publicly share the minimum qualifications considered for hire.

Policy:

The DHR Q2 Police Officer job announcement website details the following:

- Introduction
- Working Condition and Benefits
- Eligibility Requirements
 - Citizenship
 - Age
 - Driver's License
 - Education
 - Judicial Record
 - Desirable Qualifications
- Application and Selection Procedures
- Eligibility List and Certification Rule
- Personal History Questionnaire Evaluation
- Employment, Character, and Background Investigation



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

- Review of Judicial and Driving Records
- Polygraph Examination
- Testing for Use of Controlled Substances
- Psychological Examination
- Medical Examination
- Vision Testing
- Hearing Testing

The SFPD Career Opportunities website details the following:

- Welcome from Chief William Scott
- Link to the City and County of San Francisco job application to begin the process
- General Information and Qualifications
 - Citizenship
 - Age
 - Driver's License
 - Education
 - Judicial Record
- Duties
- Salary and Benefits
- Application and Selection Procedures with a supplemental Youtube video
- Background Unit and Current Candidate Information
 - List of forms and documents that candidates must provide
- Physical Abilities Test with a supplemental Youtube video demonstrating the various components of the test
 - Grip strength
 - Sit-ups
 - Pull-ups
 - Wall agility run
 - Scoring
 - Height and Weight Requirement
- Frequently Asked Questions
- Email, Twitter, Facebook, Telephone, and Fax to the SFPD Recruitment Unit

To address the diversity perception issue, we have completed the following:

- Completed a two year study of previous Q2 Police Officer hires and will publish the data (refer to Supporting Documentation)
- We have met with the following persons or focus groups to review our recruitment materials (hardcopy and online)
 - Ms Ashley Cheng – Deputy Director of the Mayor's Office of Neighborhood Services
 - Ms Mary Conde – Community Police Advisory Board members – Northern Station
 - Project SF SAFE – Nine members of a civilian, non-profit crime prevention and public safety organization
 - Ms Patsy Tito – Executive Director of the Samoan Community Development Center



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

- We are scheduled to meet with the following focus groups (list is not exhaustive as we will continually meet with focus groups to assess and improve our materials)
 - Dr Frank Gilson – Community Police Advisory Board member – Bayview Station
 - Pastor Robert Cowen – Community Police Advisory Board member – Ingleside Station
 - Mr Rick Johnson – Community Police Advisory Board member – Park Station
 - Mr Larry Rosenfeld – Community Police Advisory Board member – Park Station
 - Pending meetings:
 - Community Police Advisory Board members – Northern Station
 - Community Police Advisory Board members – Central Station
 - Community Police Advisory Board members – Tenderloin Station
 - Community Police Advisory Board members – Taraval Station
 - Community Police Advisory Board members – Southern Station
- We have also developed a survey to assess our recruitment areas of strengths and opportunities for improvement (refer to Supporting Documents).

Audit (if applicable):

The SFPD Staff Services Division has created a Recruitment and Hiring Committee consisting of the SFPD Recruitment Unit, SFPD Background Unit, SFPD Training Division (Basic Academy for Recruits and the Field Training Program) and the DHR-Public Safety Team. The Committee's mission is to continually improve and streamline the process for applicants (DOJ Recommendation 84.2). The committee will meet quarterly to review our process, including the creation of a more user friendly and informative Recruitment and Background webpage with an expanded FAQ section.

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

Staff Services Unit Order 17-05: SFPD/DHR Recruiting and Hiring Committee

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

DHR Entry Level Q2 Police Officer Job Announcement webpage

SFPD Career Opportunities webpage

California POST Background Investigation Manual (partial copy, first 20 pages printed as the overall manual is 226 pages)

Recruitment Survey – “How Did You Hear About Us?”

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

The SFPD Recruitment Unit, SFPD Backgrounds Unit, and DHR Public Safety Team met on June 1, 2017 and have already brainstormed multiple ideas to enhance our community relations and support interested candidates through the recruitment and background process.

We held individual community member or focus groups regarding our Recruitment materials and outreach on July 17, 18, 20, and 28, 2017. The feedback included that our advertisements are being seen; the community would like more bilingual officers; and the SFPD should recruit more at colleges, gyms, martial arts studios, religious facilities, and musical festivals.



**San Francisco Police Department
Professional Standards & Principled Policing Bureau
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As part of the background investigation paperwork that candidates are required to fill out, we have now attached a newly developed Recruitment survey to measure the Recruitment Unit's outreach (form attached in Supporting Documentation). We have already surveyed members of the 256, 257, and 258 Basic Recruit classes. A total of 136 recruits were surveyed regarding how they heard about the San Francisco Police Department. The following data revealed:

- 25% - SFPD Website
- 10% - Social Media
- 6% - Printed Media (newspapers, magazine, brochures, etc)
- 27% - Commercial Media (billboards, transportation hubs – MUNI, BART, AC TRANSIT, radio, television, commercials)
- 16% - Other (including Police Officer referral).