

## Recommendation 46.2

GM

Gabriel Martinez [REDACTED]

Fri 7/23/2021 3:22 PM

To:

- Tanya Koshy [REDACTED]
- McGuire, Catherine (POL);
- Scott, William (POL)

+8 others

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Dear Acting Captain Altorfer,

Our office has completed its review of the materials related to Recommendation 46.2 that were submitted to us as part of the collaborative reform process. This package focused on SFPD assessing community engagement programs to ensure they are effective. After reviewing the package and information provided by the Department, the California Department of Justice finds as follows:

Recommendation 46.2: The SFPD should regularly assess existing community engagement programs to ensure effectiveness in a framework predicated upon sound measurement practices. Assessments should include input from participants and trusted community partners.

Response to 46.2: The San Francisco Police Department developed a Community Policing Strategic Plan (Strategic Plan) with input from the community. The Strategic Plan outlines five main goals in the following areas: (1) communication; (2) education; (3) problem-solving; (4) relationship-building; and (5) SFPD organization. As part of developing its community policing strategic plan, the department surveyed participants (e.g., Community Police Advisory Board members and Chief's Advisory Forums members) and community partners (e.g., Nonprofit organizations, neighborhood associations, and advocacy organizations). Under the Strategic Plan, SFPD's Community Engagement Division will evaluate community engagement events in annual reports that summarize what is occurring at each district station, review best practices, and make changes at district stations accordingly. Additionally, the Strategic Plan outlines routine surveys, semi-annual audits of station newsletters, and other measures to audit the effectiveness of community engagement.

On February 10, 2021, SFPD issued Department General Order 1.08, “Community Policing,” codifying requirements of the Strategic Plan. This General Order requires that District Station captains digitally track all community engagement activities via standardized electronic templates provided by the Community Engagement Division. The General Order requires the Department to collect data for all events and to include feedback from the community. The General Order states that the results of this data and feedback should be included in the Department’s Annual Report on community policing and posted on SFPD’s webpage. As part of data collection, the General Order states that SFPD should have periodic community surveys and provide a mechanism for community feedback via the Department’s website, with results posted on SFPD’s webpage.

SFPD created a community survey webpage to incorporate community feedback into policing strategies, available at <https://avanan.url-protection.com/v1/url?o=https%3A/www.sanfranciscopolice.org/community/community-surveys&g=NTZlOWY4Y2NmMmZkZmNkNw==&h=YTE4NGU0ZjgzYTEwN2I5MTQxYzZjODkxMGM0ODg0NWJjMGRmNTRINGY2NDQ0NGEyMjIxNWU0ZmFiMTU4OGI2Nw==&p=YXAzOnNmZHQyOmF2YW5hbJpvOmVmMGQyYTIzNGI0YTE1ZTEyNTUwNjRkNWRIN2M4M2MyOnYx>. The webpage includes surveys for the public to complete relating to community events, interactions with foot and bike patrols, and interactions with officers that may involve implicit bias. For community events, survey-takers can choose among thirty-eight community events to respond to, including coffee with a cop, officer-involved-shooting town-hall meetings, and SF Police Activity Leagues basketball leagues. The results of all surveys are available on the webpage, as well as data trends and visualizations.

On February 4, 2021, SFPD issued Unit Order 21-01, “Youth and Community Engagement Unit [YCEU]– Community Surveys.” Under the Unit Order, the YCEU sergeant and a community engagement analyst will coordinate with bureaus and district stations to discuss surveys for events, analyze survey results, and produce summary reports for the annual community policing reports. Fully Implementing Unit Order 21-01 has been delayed because SFPD does not yet have an analyst to complete certain responsibilities. Hillard Heintze recommended that SFPD proceed with existing personnel as opposed to continuing to wait for an analyst. In response, the Community Engagement Division has conducted monthly reviews of the survey results and has used the results during captains’ monthly meetings.

Additionally, on February 5, 2021, SFPD issued Department Notice 21-019, “Annual Community Policing Strategy.” The Notice includes a guide for the completion of Annual Plans that have measurable goals and identifies progress towards meeting the goals. The Notice advises that goals should be specific, measurable, attainable, relevant, and timely, and the Notice provides definitions and examples of each metric. The Notice requires after-action reports after the completion of community engagement events that include the demographics, goals of the event, and issues for improvement.

Based upon all of the above, the Department of Justice finds that SFPD is in substantial compliance with this recommendation; however, Cal DOJ recommends that SFPD advertise its community survey webpage to increase the number of responses. Please let us know if you have any questions or would like to discuss these further.



<b>Finding # 46</b>	<b>The SFPD does not collect data around community policing nor measure success within community policing functions and programs.</b>
<b>Recommendation # 46.2</b>	The SFPD should regularly assess existing community engagement programs to ensure effectiveness in a framework predicated upon sound measurement practices. Assessments should include input from participants and trusted community partners.

<b>Recommendation Status</b>	<b>Complete</b>	Partially Complete	In Progress
	Not Started	No Assessment	

**Summary**

The work on this recommendation has been substantial and ongoing. The department faced the challenge of the pandemic in the last year and the inability to staff an analyst to support community policing data collection and analysis that will help inform ongoing engagement strategies. The current focus of the department is on events rather than the whole of community engagement due in part to the lack of an assigned analyst.

Compliance Measure #1: the SFPD identified the use of significant input in the community strategic plan which helps identify the goals for community policing in SFPD. This plan identified the goals for analysis on the SFPD programs. The department issued Unit Order 21-01 that addresses the use of surveys and analysis. This is being run by the Community Engagement Division and is focused on CED events. The response and use of the survey data is limited at this time – again in part due to the lack of an assigned analyst. The department issued Department Notice 21-019 to address the development of unit level community strategic plans. These plans are in the early stages. The presence of the data plan in conjunction with the goals established under community strategic plan provide compliance with this measure.

Compliance Measure #2: the Community Engagement Division (CED) is tasked with assessing community engagement programs and does so through a series of reviews and reporting. The department is compliant with this measure.

Compliance Measure #3: the department identifies that it reviews programs and has modified or improved programs as a result. The support for this measure is centered on the practices with CED and relies upon the community engagement goals for this unit for assessment. The department identifies that 21-019 requires development of a unit level plan that supports goals – but little evidence is available given the recency of the order and it is too early to evaluate how the unit plans are built and assessed. Further the limitations of engagement as a result of the pandemic have significantly impacted the forward action of the department in this series of recommendations. The SFPD is compliant with this measure given the work of the CED in reviewing and assessing the programs it is engaged in.

Compliance Measure #4: the department references the input of the stakeholders in the development of the strategic plan, the ability to use the survey that is online and specific programmatic feedback requests – such as the Police Activities League follow up - for input. Additionally, it identifies that captains are required to submit monthly updates relative to evaluation of the district community policing plans and goals. However, there is little specific evidence at this time – providing some feedback examples from specific events. The surveys on the SFPD website are not relevant – as they are too few, not timely and do not specify the focus on community policing. The department provided the CED Unit Order but identifies that this analysis will be conducted by the commander of CED. Given the dearth of programming due to the pandemic, the existence of policy and the indication that outreach is occurring, the department achieves compliance with this measure.

Compliance Measure #5: the department has a thoughtful plan to conduct analysis in an ongoing manner. However, it is not occurring because it is predicated upon the use of analyst which has not been budgeted to hire. As a result, there are



no set qualitative or quantitative measures for the programs identified. The department indicates awareness of this issue and is acting to rectify its earlier focus and planning. CED has been tasked with review and analysis. However, the policy references the analyst – which does not exist. There is a focus on survey – which can be analyzed by the department - CED conducts monthly reviews of the results from the survey webpage and the Commander of CED utilizes this during the internal discussion at the Captains monthly meetings for review and improvement. For this to be successful, it requires communication support in obtaining participation. There is some evidence of the progression of the focus on youth programs from informal to formal. There is a gap in this compliance measure. At this time, it will be rated as not applicable pending the department’s ability to formalize what will be measured, how and by who.

Overall, there is a focus on data collection that is progressing. The specific measurement is challenged – but the department is substantially compliant with the goal of the recommendation, albeit with work to do.

Compliance Measures		Status/Measure Met
1	Data collection plan that aligns with community engagement goals.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2	Evidence of regular assessment of community engagement programs.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3	Assessment assures community engagement programs are based on sound management practices.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4	Assessment includes input from participants and community partners.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5	Ongoing review or audit process to evaluate the sound measurement practices and their effectiveness on community engagement.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

**Administrative Issues**

**Compliance Issues**



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**Finding # 46:** The SFPD does not collect data around community policing nor measure success within community policing functions and programs.

**Recommendation # 46.2** The SFPD should regularly assess existing community engagement programs to ensure effectiveness in a framework predicated upon sound measurement practices. Assessments should include input from participants and trusted community partners.

**Response Date: 04/12/2021**

### Executive Summary:

The Department developed a Community Policing Strategic Plan to expand community policing programs throughout the entire Department. Between Fall 2017 and Spring 2018, the Commander of The Community Engagement Division (CED) convened a working group to develop the Department's Community Policing Strategic Plan. The Department wanted to ensure that the community had a voice in the development of this plan and that the plan was reflective of the community, embodied 21st Century Policing concepts and the tenants of procedural justice. The Commander of CED led the process and ensured that the working groups was reflective of the diversity of San Francisco. The development of the Community Policing Strategic Plan was a collaborative effort, with approximately 100 community and SFPD members attending and contributing to at least one of the fifteen meetings held over a year of development. This working group developed the vision and values that define community policing for San Francisco, and the goals, objectives, and metrics to implement that vision.

In 2019, the Department's Community Policing Strategic Plan (CPS Plan) was adopted and implemented, which prioritized data collection and assessment of community policing programs and events and part of its goals. To further the departments commitment to data collection, the Community Engagement Division issued Unit Order 21-01, which establish the process for conducting, monitoring, and analyzing community surveys, and aligned this process with the department's community engagement goals as outlines in the SFPD Community Policing Strategic Plan.

As part of its commitment to review and assess community policing programs and events, the department launched its community events survey page in order to obtain feedback from participants and community partners on the effectiveness of those events and programs.

With the Covid19 Global Pandemic, the Community Engagement Division assessed its current programs, and analyzed the feasibility of conducting those programs with the restrictions and limitations in place due to local and statewide public health orders. While some programs could not be held during this time, the Community Engagement found ways





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to utilize technology to deliver many of its existing community engagement programs and events, and even added new programs that could be delivered in the digital space.

The SFPD Community Policing Strategic Plan outlines the Vision, Values, Goals and Objects and is the guide for how the Department will implement community policing and engagement. This plan was based on sound management practices utilizing best practice research that focused on 21<sup>st</sup> Century Policing concepts and the tenants of Procedural Justice.

To ensure that community policing and engagement is systematically occurring throughout the entire Department and are based on sound management practices, Department Notice 21-019 was issued on 2/16/21 to give each Bureau, Unit and Detail clear direction on purpose, policy and procedure for developing Community Policing Strategic Plans for each assignment, that support the goals of the Community Policing Strategic Plan.

CED established an ongoing review process, results of which, would be included in the Department's Annual Review on Community Policing, which will be used to regular assess success, gaps and improvements to further enhance the effectiveness of the Department's community policing strategies, engagement, and outcomes.

### **Compliance Measures:**

#### **1) Data collection plan that aligns with community engagement goals.**

In 2019, the Department's Community Policing Strategic Plan (CPS Plan) was adopted and implemented (**Attachment 1: SFPD Community Policing Strategic Plan**) As part of the strategic plan, the department committed itself to collecting data on community policing efforts. The Data collection plan that aligns with community engagement goals is detailed on page 19 of the SFPD Community Policing Strategic Plan:

#### **Surveys**

*By asking stakeholders directly about their perceptions and experiences, surveys allow police departments to gauge the effectiveness and impact of their efforts. The following are examples of surveys that could be conducted to track various community policing strategies.*

- **SFPD Community Survey**  
*DOJ Recommendation 47.15 recommends that SFPD conduct surveys to gauge the public's perception about their relationships with, efficacy of, and treatment by the SFPD. It would provide opportunities to include other questions related to community policing.*
- **Customer Survey**  
*Gauges individuals' satisfaction with interactions with SFPD officers, whether by phone, online, or on the street.*
- **Participant Survey**  
*Refers to surveys directed towards community members that have ongoing involvement with SFPD, such as a Community Police Advisory Boards and Chief's Advisory Forums, or other*





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*relationship-building and problem-solving venues. This survey aims to gauge participants' satisfaction with their involvement.*

On February 4, 2021, The Community Engagement Division Unit order 21-01 was issued. **(Attachment 2: Community Engagement Unit Order 21-01: Youth and Community Engagement Unit- Community Surveys)** Unit Order 21-01 was issued to establish the process for conducting, monitoring, and analyzing community surveys, and aligned this process with the department's community engagement goals as outlines in the SFPD Community Policing Strategic Plan:

*"Community surveys advance a data collection and metrics plan to ensure accountability on a review process to determine effectiveness and meets the Department's Community Policing Strategic Initiative of Measure and Communicate by creating a communication channel between the Department and the community where information and feedback is received and shared. The Department will utilize this feedback to enhance the Department's community policing and problem-solving strategies."*

### **2) Evidence of regular assessment of community engagement programs.**

CED is responsible for the regular assessment of community engagement programs and that partnerships are identified and prioritized for support and engagement. This is done through the Commander of CED facilitating internal discussion with the Deputy Chief of FOB, Commanders and District Captains during the Captain's monthly meetings to regularly discuss the Department's community policing and engagement efforts and strategies. There are also continual meetings between the Youth and Community Engagement Sergeant and the Community Engagement Program Coordinators.

As part of the process to ensure regular assessment and review of community policing events and programs, the department created a community programs survey, which allows community members and community partners to provide feedback. The survey is located at the following link: <https://www.sanfranciscopolice.org/community/community-surveys> **(Attachment #3: Screen Shoots of Survey home page and survey)**

It should be noted that due to the Covid-19 pandemic, many Community Engagement Programs, such as the Wilderness Program, have been unable to operate, therefore assessment of such programs has not been feasible during this time.

While many programs and events have not been feasible during the Covid19 pandemic, other programs and events have continued either on-line or with social distancing practiced in place, such as the PAL (Police Activities League) cadet program, district station meetings, and Community Liaison Unit Safety Walks. PAL has sent out links to the surveys to their participants. **(Attachment #4: PAL survey link and response data)** District have included links to the community surveys in their newsletters. **(Attachment #5: district station newsletters front page and survey page)**





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### **Example #1:**

The onset of a global pandemic restricted the ability of the Department to conduct community engagement programs through traditional in-person platforms. Rather than shuttering community engagement programs, the department assessed alternative delivery methods for delivering these programs. This was done by utilizing virtual platforms as the primary method for hosting youth and community programs, community meetings, town-hall meetings, advisory forums, and forum discussions. The Department is utilizing community caravans to educate and provide resources (such as mask and food) to the community.

### **Example#2**

Many existing programs and partnerships such as SFPAL football, basketball, track, and in person summer internships had to be placed on hold due to the COVID-19 restrictions. While these programs were placed on hold it became a priority of the Department to identify alternative platforms for the youth. Recognizing the tremendous social constraint places on the community, the Department was committed to continuing to deliver youth programs. The Sergeant of CED continued meeting with the program coordinators to identify new partnerships and assist with providing modified youth focused programs for the Department during the pandemic. The continuous review/improvement loop with the CED Sergeant and the Program Coordinators ensured that partnerships were identified and prioritized for the support and engagement. This resulted in the Department being able to provide a number of youth-focused programs during the shelter in place restrictions that have existed during the global pandemic.

These programs included: Virtual Chess, Virtual Bingo, Virtual Art Classes, Virtual Music Program, Virtual Summer Internships and Virtual SFPAL Cadet Class.

**(Attachment #6: For memo request for virtual platforms of programing)** and **(Attachment #7: Virtual Graduation for PAL Cadet Class).**

The Community Engagement Division's Community Liaison Unit was recently able to resume in person community safety walks in response to incidence of violence and sent out surveys to community partners. **(Attachment #8: email to community partners with survey link)**

### **3) Assessment assures community engagement programs are based on sound management practices.**

As part of its efforts to assess the effectiveness of community engagement programs, the department conducted an assessment of existing community policing programs as part of the process of drafting its community policing strategic plan **(Refer to Attachment #1: SFPD Community Policing Strategic Plan.)** This was accomplished





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through a working group that was comprised of SFPD members, Community Members and City Partnerships. This working group conducted best practice research, reviewed department policies, reviewed current district station and Community Engagement Division community policing practices and the DOJ's recommendations to identify objective for the Community Policing Strategic Plan. This assessment was the first step in identifying how current efforts support community policing objectives, identify gaps, and create a plan moving forward to ensure the Department's community policing and engagement is based on sound management practice moving forward.

The SFPD Community Policing Strategic Plan outlines the Vision, Values, Goals and Objects and is the guide for how the Department will implement community policing and engagement. This plan was based on sound management practices utilizing best practice research that focused on 21<sup>st</sup> Century Policing concepts and the tenants of Procedural Justice.

To ensure that community policing and engagement is systematically occurring throughout the entire Department and are based on sound management practices, Department Notice 21-019 was issued on 2/16/21 to give each Bureau, Unit and Detail clear direction on purpose, policy and procedure for developing Community Policing Strategic Plans for each assignment, that support the goals of the Community Policing Strategic Plan. **(Attachment #9: DN 21-019 Annual Community Policing Strategy)**

To evaluate whether the goals and objectives submitted in the strategic plans have been achieved, captains are required to submit a captain's monthly report through the chain of command. Moving forward, a component of that summary will include community policing data to measure the community policing objectives of each command. These memos will be uploaded to the Teams shared folder and the Commander of CED will conduct quarterly audits and reviews to ensure that each Bureau, Unit, Detail and District Station are meeting the Department's community policing goals and their goals are in line with the goals of the strategic plan.

In order to ensure that community policing events and activities and reviewed and assessed on a regular basis and continue to meet the goals and objectives outlines in the SFPD Community Policing Strategic Plan, Community Engagement Unit Order 21-01 was issued. **(Attachment #10: CED Unit Order 21-01)** In this unit order, CED established an ongoing review process, results of which, would be included in the Department's Annual Review on Community Policing, which will be used to regular assess success, gaps and improvements to further enhance the effectiveness of the Department's community policing strategies, engagement, and outcomes.

#### **4) Assessment includes input from participants and community partner.**

As part of the regular assessment of community engagement programs, the department surveys program participants. Surveys are conducted through the departments survey page located at: <https://www.sanfranciscopolice.org/community/community-surveys>





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**(Refer to Attachment #2: Screen shots of survey page)** The page includes not only links to the surveys, but, as part of the departments commitment to transparency, also includes links to the survey results.

Additionally, as part of developing its community policing strategic plan, the department surveyed both participants and community partners, as detailed on pages F-4 through F-6 of its Community Policing Strategic Plan. **(Refer to Attachment #1: SFPD Community Policing Strategic Plan)**

The Community Engagement Divisions Community Liaison Unit has directly requested the input of community partners with whom they organized community safety walks. **(Refer to Attachment #8: Email to community partners with survey link)**

### 5) Ongoing review or audit process to evaluate the sound measurement practices and their effectiveness on community engagement.

In Community Engagement Division Unit Order 21-0, the following process was established to audit and evaluate community policing programs and their effectiveness **(Refer to Attachment #2: CED Unit Order 21-01):**

*"The YCEU Sergeant and community engagement analyst will coordinate with the Department Bureaus and District Stations on a regular basis to discuss facilitation of community surveys for events or programs. The YCEU Sergeant and assigned analyst shall review, analyze and share survey results of events and programs and produce a summary report to be shared on a monthly basis. The survey results will be shared via the following platforms:*

- *Community Engagement shared file located on active directory desktop*
- *Monthly meeting with District Stations Community Liaison Officers*
- *Monthly Field Operations Bureau meeting with District Captains*

The Department is still in the process of acquiring a community policing analyst to review, analyze and share survey results. Filling this position had to be place on hold due to budget constraints during the global pandemic. While, waiting to fill this position, CED conducts monthly reviews of the results from the survey webpage and the Commander of CED utilizes this during the internal discussion at the Captains monthly meetings for review and improvement.

In order to ensure that community policing events and activities and reviewed and assessed on a regular basis and continue to meet the goals and objectives outlines in the SFPD Community Policing Strategic Plan, Community Engagement Unit Order 21-01 was issued. **(Refer to Attachment #2: CED Unit Order 21-01)** In this unit order, CED established an ongoing review process, results of which, would be included in the Department's Annual Review on Community Policing, which will be used to regular assess success, gaps and improvements to further enhance the effectiveness of the Department's community policing strategies, engagement, and outcomes.





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As another ongoing review process see Unit Order 20-01 "Youth and Community Engagement Unit- Youth Programs" (Refer to Attachment#10: CED Unit Order 20-01 Youth Programs) under the purpose section states:

*"The purpose of this order is to establish the protocol for the assessment and development of youth programs in the Youth & Community Engagement Unit (YCEU) within the Community Engagement Division. This order will establish guidelines for the Sergeant of YCEU to meet on a regular basis with the community engagement program directors to review community engagement programs and identify new partnerships for areas of expansion of programs geared towards supporting our youth and building trust in the community".*

*Under the Procedures section: "The procedure for establishing the youth programs will consist of the youth program coordinators meeting with the Sergeant of the Youth & Community Engagement Unit. During these meetings, youth program coordinators will discuss new opportunities for programming and resources needed to support upcoming programs. The meetings with each program coordinator should include the following:*

- An annual meeting to discuss new and current programs along with resources needed, goals and expectations for each program*
- A monthly discussion on progress of the current program to determine if any additional support is needed.*
- Review of documentation for each program should be written in an Operations Order which outlines the date, time, location, brief overview and objective of the program.*
- A participant survey should be created and provided at the conclusion of the program to obtain feedback for the development of future programs.*

*The Sergeant of YCEU should schedule an annual meeting with each individual program coordinator at least three months prior to the start of their program. For example, if summer youth programs start in June, then the Sergeant should schedule a meeting with the program coordinator in March to discuss upcoming programming. The meetings should include an established agenda with minutes taken to document input from all parties, which may include external stakeholders including community members".*

**On 03/22/2021 during a technical guidance call with California Department of Justice and Hillard Heintz we discussed recommendation 46.1, see meeting notes below:**

Recommendation 46.2 The SFPD should regularly assess existing community engagement programs to ensure effectiveness in a framework predicated upon sound measurement practices. Assessments should include input from participants and trusted community partners.

Cal DOJ asked that SFPD include information and documents related to the Form 509 process where relevant.

**Response:**





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The Department does not feel that the SFPD 509 Form process is relevant to recommendation 46.2 which states:

*The SFPD should regularly assess existing community engagement programs to ensure effectiveness in a framework predicated upon sound measurement practices. Assessments should include input from participants and trusted community partners.*

The SFPD 509 form was reinstated to track and analyze community policing and problem-solving data, it was not designed to assess community engagement programs. The Department has put a process in place by the issuance of Unit Order 20-01, which states:

*The purpose of this order is to establish the protocol for the assessment and development of youth programs in the Youth & Community Engagement Unit (YCEU) within the Community Engagement Division. This order will establish guidelines for the Sergeant of YCEU to meet on a regular basis with the community engagement program directors to review community engagement programs and identify new partnerships for areas of expansion of programs geared towards supporting our youth and building trust in the community".*

*Under the Procedures section: "The procedure for establishing the youth programs will consist of the youth program coordinators meeting with the Sergeant of the Youth & Community Engagement Unit. During these meetings, youth program coordinators will discuss new opportunities for programming and resources needed to support upcoming programs. The meetings with each program coordinator should include the following:*

- An annual meeting to discuss new and current programs along with resources needed, goals and expectations for each program*
- A monthly discussion on progress of the current program to determine if any additional support is needed.*
- Review of documentation for each program should be written in an Operations Order which outlines the date, time, location, brief overview and objective of the program.*
- A participant survey should be created and provided at the conclusion of the program to obtain feedback for the development of future programs.*

*The Sergeant of YCEU should schedule an annual meeting with each individual program coordinator at least three months prior to the start of their program. For example, if summer youth programs start in June, then the Sergeant should schedule a meeting with the program coordinator in March to discuss upcoming programming. The meetings should include an established agenda with minutes taken to document input from all parties, which may include external stakeholders including community members".*

### **CalDOJ/HH Prescreen Notes 03/25/21:**

Cal DOJ also asked for evidence to support the statement in the Form 2001 that there are "continual meetings between the Youth and Community Engagement Sergeant and the Community Engagement Program Coordinators." SFPD explained that these are informal meetings that are not calendared. Hillard Heintze asked SFPD to clarify in the





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Form 2001 that while this has been the process in the past, SFPD will, moving forward, memorialize those meetings in some form (i.e. a memo, or an email memorializing what was discussed).

### **Response:**

Currently, CED is working on the Summer Youth Programs. The Sergeants of CED have been having informal meeting with the Program Coordinator for the Summer Youth programs to discuss programs. The Summer Youth Coordinator is currently working on Project Pull and Opportunities for all, which are summer internship programs. The Program Coordinator has been planning these programs for years and is very verse in what is needed for success. Since February, the Sergeants of CED and the Program Coordinator have been conducting informal check ins for these programs via: email, phone and office discussion to discuss resources, goals and progress of these programs **(See Attachment #11 Email Correspondence)**.

*As noted in Unit Order 20-01: The Sergeant of YCEU should schedule an annual meeting with each individual program coordinator at least three months prior to the start of their program. For example, if summer youth programs start in June, then the Sergeant should schedule a meeting with the program coordinator in March to discuss upcoming programming.*

Summer Youth Programs usually begin in June, the Sergeant of CED has set up a meeting in March with the Program Coordinator for the Summer Youth Programs, to discuss new and current programs with resources needed, goals and expectations for each program; progress of the current programs to determine if any additional support is needed **(See Attachment#12 Screenshot of calendared meeting)**

The Sergeant of CED has begun informal discussion with the Wilderness Program Coordinator and the PAL coordinator to begin planning for these programs in anticipation of the lifting of Covid restrictions. These programs typically resume during the Month of September, so the Sergeant of CED will schedule a meeting with these Program Coordinators in June.

**On 04/01/2021 during a prescreen call with California Department of Justice Recommendation # 46.2 was discussed.**

"The SFPD should regularly assess existing community engagement programs to ensure effectiveness in a framework predicated upon sound measurement practices. Assessments should include input from participants and trusted community partners.





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Cal DOJ had previously asked if information on the SFPD Form 509 process could be added to this recommendation where relevant. SFPD explained that the SFPD 509 was targeted toward problem-solving data and not CED programs. SFPD will provide add to its explanation of this in the Form 2001. Cal DOJ asked about memorializing meetings between the Youth and Community Engagement Sergeant and the Community Engagement Program Coordinators. SFPD agreed to add that it will begin memorializing those meetings with some form of documentation (e.g., notes)."

### **Response:**

The Sergeant of CED has been conducting informal meetings with the summer youth program coordinators to assure the proper planning of the summer youth programs. Moving forward, the Sergeant will schedule and conduct more formalized meetings with the other program coordinators and memorialize these meetings in minutes and agendas regarding programs discussed.