

## Recommendation 72.2

Tanya Koshy [REDACTED]

Tue 10/22/2019 2:20 PM

[REDACTED]

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Dear Acting Captain Dorantes:

Our office has completed its review of the Recommendation 72.2 package that SFPD submitted as part of the collaborative reform process. Recommendation 72.2 is that SFPD should post all Department Class A Bulletins and any Department Bulletin that modifies an existing Department General Order (DGO) to its website.

After reviewing the package and information provided by SFPD, the California Department of Justice finds as follows:

Response to 72.2 package: SFPD is in substantial compliance with this Recommendation. Strategic Communications Director David Stevenson met with the Written Directives Unit to flag any Department Bulletin that modified an existing DGO and directed the Media Relations Unit to post any flagged Department Bulletins online. SFPD's website clearly indicates whether a Department Bulletin is class "A" and whether the Department Bulletin amends an existing DGO. For example, SFPD notes on its website that Department Bulletin 19-018 (Monitoring Overtime) is a class A Department Bulletin, that it amends DGO 11.01(I)(B)(4)(b), and that it is a re-issue of Department Bulletin 17-045.

While Cal DOJ finds SFPD substantially compliant, it recommends SFPD consider noting on its website that, pursuant to newly amended DGO 3.01, Department Bulletins expire after two years, so the public does not have the mistaken impression that all posted Department Bulletins are the current policy of SFPD. Cal DOJ further recommends that SFPD consider periodically removing expired Department Bulletins from its website or updating its website to indicate when a posted Department Bulletin has expired.

Please let us know if you have any questions or would like to discuss this further. Thank you.

Tanya

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Hillard Heintze File Review Recommendation # 72.2

<b>Finding # 72</b>	Department Bulletins are used as a workaround for the Department General Order approval process.
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**Recommendation # 72.2** All Department Class A Bulletins and any Department Bulletin that modifies an existing Department General Order should be posted on the SFPD's website.

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

**Summary**

The SFPD has done a good job with this recommendation and the passage of DGO 3.01 helped to formalize the department's progress. Compliance Measure 1 was completed early on, and Compliance Measure 2 publishes all the DBs on its website in an easily accessible way at <https://www.sanfranciscopolice.org/your-sfpd/policies/department-bulletins>.

Compliance Measures	Status/Measure Met
1 Identify all Class A bulletins and bulletins that modify an existing DGO.	√ Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2 Publish all identified DBs on the SFPD website so that the information is easily accessed by the public.	√ Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Administrative Issues**

**Compliance Issues**



## Collaborative Reform Completion Memorandum

**Finding # 72:** Department bulletins are used as a workaround for the Department General Order approval process.

**Recommendation # 72.2** All Department Class A Bulletins and any Department Bulletin that modifies an existing Department General Order should be posted on the SFPD's website.

**Response Date: 7/24/2019**

### Executive Summary:

Such bulletins are posted in PDF format on the Department's website for viewing by the public. An explanation of the role of Department Bulletins is posted on the website pages as well. The webpage also includes language explaining the difference between A, B and C bulletins.

### **Compliance Measures:**

**1) Identify all Class A bulletins and bulletins that modify existing DGO.**

In 2017, under the direction of then-Deputy Chief Moser, Director Stevenson met with a member of Written Directives to codify the process in which bulletins modifying existing DGOs are flagged and the Media Relations Unit (MRU) is notified to post such bulletins. All appropriate A priority bulletins and any bulletin that alters or clarifies a DGO are forwarded to the SFPD webmaster in MRU for publication on the Department's website for public viewing.

**2) Publish all identified DBs on the SFPD Website so that the information is easily accessed by the public.**

Publication of identified bulletins: These bulletins are available for viewing by the public at <https://www.sanfranciscopolice.org/your-sfpd/policies/departments-bulletins>.

**It is important to note that this recommendation (and the process outlined above) is impacted by the implementation of DGO 3.01 ("Written Communication System"), which was approved by the San Francisco Police Commission on August 7, 2019.**

DGO 3.01 ties directly to **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") and **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").

Under DGO 3.01:



## Collaborative Reform Completion Memorandum

- The bulletin classification system will change from A, B and C to Bulletins or Notices (defined by SFPD as procedures).
- Notices will not expire.
- Bulletins will expire two years after their date of issuance or be incorporated into an existing or new General Order. Bulletins will not be renewed.
- DGOs will be audited every five years.

The public will still have an opportunity to review Department Bulletins under DGO 3.01. DBs that may potentially be folded into DGOs will be posted on the Police Commission's website prior to a discussion and vote by commission members. Draft and revised DGOs affected under this process will be available to the public on the Police Commission's website as well.

An implementation date for DGO 3.01 has not yet been set; as of August 12, 2019, DGO 3.01 is in the concurrence process.

(A list of the supporting documents relevant to the Police Commission's approval of 3.01 can be found at <https://sfgov.org/policecommission/meeting/police-commission-august-7-2019-supporting-documents>; the broadcast of the discussion of and vote on 3.01 is viewable at [http://sanfrancisco.granicus.com/MediaPlayer.php?view\\_id=192&clip\\_id=33774](http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=192&clip_id=33774).)