Transition to Benchmark Analytics for the Supervisory Use of Force and Firearm Drawing/Exhibiting Evaluation Forms
(Supersedes DN 22-026 and DN 22-025)

The Department is transitioning the Supervisory Use of Force and Drawing/Exhibiting Evaluation forms from Crime Data Warehouse to Benchmark Analytics. The goal of this transition is to increase the usability of Use of Force incident data while streamlining the completion and approval of evaluations for sworn staff.

Implementation

Effective Wednesday, May 15, 2024, at 0600 hours, the Department will discontinue the completion of the Supervisory Use of Force and Drawing/Exhibiting evaluations in Crime Data Warehouse. Instead, the Benchmark Analytics system will be utilized moving forward. All members of the Airport Bureau shall adhere to the policies and procedures in this notice.

All uses of force, other than Type I, are reportable. An officer shall notify their supervisor immediately or as soon as practical of any reportable use of force. A supervisor shall conduct a use of force evaluation in all cases involving reportable uses of force. When the officer using force is a supervisor, another supervisor or superior officer shall conduct the use of force evaluation.

A supervisor shall complete the Supervisory Use of Force or Drawing/Exhibiting evaluation by the end of their watch.

Key Changes

➤ Functionality to reassign evaluations to different supervisors for approval
➤ Multiple evaluations can be completed using the same case number
➤ Numerically sequencing the Subject's Activity, Officer's Activity and the Types of Force Used will no longer be necessary
➤ Members no longer have to generate case numbers for Drawing/Exhibiting their firearm(s) if the incident has no nexus with criminal activity and no incident report is required.

Members will access the Benchmark Analytics report system through the MyApps portal. 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.

Benchmark Analytics

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Training

Training sessions for the new evaluations in Benchmark will be conducted through Microsoft Teams. The training schedule will be distributed through a Course Announcement. Links to access Benchmark training videos and the User Guide are provided below:

Use of Force Link:

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Firearm Drawing/Exhibiting Link:

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If the Benchmark system becomes inaccessible, members may utilize SFPD Form 575B (04/24), Supervisory Use of Force Evaluation, or SFPD Form 575C (04/24), Firearm Drawing/Exhibiting Evaluation, to retain data and enter data into the Benchmark system upon restoration of service. Destruction of hard copy forms is authorized upon successful data upload to the Benchmark system. These forms will be available in electronic format in the SFPD Forms folder and in PowerDMS.

Corrections

Evaluations entered into the Benchmark system that require correction must generate a memorandum record, signed off by the Commanding Officer and submitted to the EIS Unit who will work with Benchmark to make the correction.

Questions regarding training or Benchmark, please contact the EIS Unit at ████████████████

References
DGO 5.01 Use of Force Policy and Proper Control of a Person

WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.

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