Outlook

Project Plan 1 (Recs 20.1, 20.2, and 20.3)

From Tanya Koshy [redacted]
Date Mon 9/30/2024 11:49 PM
To Scott, William (PO[redacted] McGuire, Catherine (POL) [redacted]
[redacted]
Cc [redacted]

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Dear Chief Scott,

Our office has completed its review of the materials submitted by SFPD to support implementation of Project Plan 1, which comprises of Recommendations 20.1, 20.2, and 20.3.

For the following reasons, the Department of Justice finds that SFPD is in substantial compliance with Project Plan 1.

All three of the recommendations within Project Plan 1 concern and seek to address inadequate data collection on arrest and use of force incidents to support data analyses. As part of implementation, SFPD requires officers to complete an electronic incident report when they make an arrest involving a use of force and submit that to a supervisor. That form, along with the supervisor's use of force evaluation form, are stored in one common location, the Crime Data Warehouse. In doing so, SFPD has addressed the concerns associated with using booking records from the Sheriff's Department, which did not always reflect when an arrest involved a use of force. Moreover, having all information related to use of force incidents stored electronically within one location ensures more efficient review of those incidents.

SFPD has several mechanisms for review to ensure accuracy, consistency, and completeness of use of force data, including layers of supervisory review and a quarterly review by the Business Analysis Team. SFPD also provided evidence of the Department taking remedial action when discrepancies in the use of force data, which reflects that SFPD's processes for data integrity are working.

If you have any questions, please do not hesitate to reach out.

Thank you,

Tanya Koshy

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JENSEN HUGHES

Project Plan # 1 – Business Intelligence Dashboard to Address Finding 20 Recommendations	
Associated Recommendations: 20.1, 20.2, 20.3	Collaborative Reform assessment determined that the SFPD did not capture sufficient data on arrest and use of force incidents to support strong analysis and review of the data to improve the department's effectiveness. The recommendations included developing a reliable electronic arrest report that accurately link the arrest record to any associated use of force record; to institute audits of arrest and use of force data on a monthly basis to ensure arrests records and associated use of force reports are appropriately linked, and better coordination with the San Francisco County Sheriff's Office to ensure the SFPD's arrest and incident records are appropriately linked where applicable.

Project Plan Status	**Substantial Compliance** **In Progress** **Work Required**

Summary

The SFPD committed to analyzing use of force data in response to community concerns regarding force usage and to inform department decisions on policy, supervision, and training. To do so, the department recognized it needed to advance its technological capacity to review arrest records, use of force records, and incident report records. The ability to conduct analysis of the records in a uniform manner was challenged because while use of force and incident report records are maintained by the SFPD, arrest or booking records are maintained by the San Francisco County Sheriff Department (SFSD). Persons arrested by SFPD officers generally are booked into the County jail. Unfortunately, a review of the SFSD arrest records revealed that individual arrest records did not reflect when an SFPD officer used force to effect the arrest nor did the arrest record always have the SFPD incident documented. This inconsistent documentation was a contributing factor in inaccurate or underreporting of use of force incidents by SFPD officers, leading to collaborative reform recommendations to assist the department in addressing the problem. The SFPD proposed this plan to address the requirements of Recommendations 20.1, 20.2, and 20.3.

Develop Reliable In-Custody Arrest Data – Recommendation 20.1

The SFPD protocols for reporting the use of force and arrests have changed significantly since the original assessment report. That assessment identified that the accuracy of records regarding arrest and the use of force were less reliable because they were collected and stored manually rather than in an accessible digital form. Since then, the department's practices have evolved to become more consistent with contemporary standards in the profession.

The department has developed a reliable electronic reporting platform for collecting and associating arrest and force data in an incident report, which is stored in the Crime Data Warehouse (CDW) database management system. Officers are now required to complete an incident report when they make an arrest involving the use of force. The incident report is formatted to require the officer to select from a menu which includes "Arrest Made" and "Use of Force." Once completed, the officer submits the incident report to a supervisor, who receives the incident report and the Supervisory Use of Force Evaluation Report for their

review and approval. These key changes demonstrate successful migration to a platform in which arrests involving the use of force are associated in a single document and stored in a common location. In creating the electronic reporting platform, the SFPD does not have to review booking records of the San Franciso County Sheriff's Office in order to ensure arrests records and use of force records are appropriately linked.

The SFPD has completed substantial work with regard to the reporting and evaluation of the use of force. The EIS Unit conducts a monthly audit of use of force data and provides quarterly reports to the Police Commission. In addition, the Field Tactics Force Options (FTFO) unit reviews use of force incidents to inform policy and training development. The recommendations require the department to audit arrests that involve the use of force. The plan describes in detail the protocols established to review and report on the use of force in a way that suggests the same protocols will guide the review and reporting on arrests involving the use of force. The department should clarify whether the EIS Unit or another unit will be tasked with the responsibility for the review and reporting on arrests involving the use of force.

To ensure these processes are institutionalized, the department should update the training provided to supervisors with regard to arrests that involve the use of force to ensure appropriate supervisory review of these data. The department revised Unit Order 24-03 Use of Force Data Check (August 2024) that describes the methodology for quarterly validation between use of force and arrest data.

Recommendation

Jensen Hughes has determined the work on these recommendations to be substantially compliant. The SFPD has developed a reliable electronic recording platform that links associated arrest and use force records to the officer's incident report. The records are stored in the department's database management system, Crime Data Warehouse, where they are accessible to department members who will be responsible for the review or audit of the records to inform decisions regarding policy, supervision, and training. The protocols include supervisory review and auditing of use of force and arrest data that supports strong analysis and reporting of the data in a manner consistent with the collaborative reform recommendations and contemporary practices.

Collaborative Reform Completion Memorandum

Project Plan #1: Recommendations #20.1, 20.2, 20.3

Response Date: 2/28/24- Rev. 8/8/24

Executive Summary:

The intent of this response is to address three CRI recommendations under finding 20 of the collaborative reform initiative. Traditionally, each recommendation in the CRI process was documented in a separate response. However, due to the highly interrelated subject matter of recommendations # 20.1, 20.2, and 20.3, the SFPD sought approval from our oversight partners to address these recommendations together in one response. The California Department of Justice (DOJ) and Jensen Hughes both approved this request, leading to the below "grouped" response.

The finding of SFPD not capturing sufficient data on arrest and use of force incidents to support scientific analysis was based on SFPD's use of paper use of force logs and the SF Sheriff Department (SFSD) booking card, which was used as a notification system to the SFSD regarding the use of force on subjects involving the Extended Range Impact Weapon (ERIW), Carotid Restraint (prohibited use) and/or OC Spray. Since the time of this finding in 2015, SFPD has gone through 3 generations of major improvements in Use of Force reporting in 2017, 2018, 2020, (e.g. paper based UoF log in 2015 => digital (PDF) Supervisory Use of Force Evaluation Form (SUoFE) in 2017 => expanded SUoFE data collection in 2018 => SUoFE integrated into SFPD's Reporting Writing System (CDW) in 2020. See the attached appendix for the chronological evolution of SFPD's use of force reporting from 2015 to present **(Attachment #1).**

SFPD's current protocol of data collection has significantly advanced, making it electronic and data centric when compared with its 2015 data collection standards. This, in turn, allows SFPD to easily store, retrieve, combine, and dissect databases for analytical and data assurance purposes.

The Finding and recommendations addressed in this response are:

Finding 20: The SFPD does not capture sufficient data on arrest and use of force incidents to support strong scientific analysis.

Recommendation 20.1: The SFPD needs to develop reliable electronic in-custody arrest data. It needs to ensure that these arrest data accurately reflect the incident number from the event, and the number should be cross-referenced on both the booking card and the use of force reporting form.

Compliance Measure #1: Establish a data protocol for arrest data collection involving use of force.
Compliance Measure #2: Develop training on the capture and recording of arrest data involving use of force.
Compliance Measure #3: Assign responsibility for review of sufficiency of use of force data on the incident report and use of force form.
Compliance Measure #4: Establish on going data quality review practice on a quarterly basis.
Compliance Measure #5: Evidence of supportive or remedial action if deficiencies are found.

Recommendation 20.2: The SFPD needs to audit arrest data and use of force data monthly to ensure proper recording of use of force incidents related to arrest incidents. An audit of these data should occur immediately upon publication of this report and monthly thereafter.

Compliance Measure #1: Audit concluded in 2016.
Compliance Measure #2: Establish policy requiring quarterly review of arrest and use of force data.
Compliance Measure #3: Ensure data quality at quarterly intervals.
Compliance Measure #4: Evidence of supportive and remedial action if deficiencies are found.

Recommendation 20.3: The SFPD needs to advocate for better coordination with the San Francisco Sheriff's Department to ensure that the recording of SFPD arrest data is accurate and corresponds with SFPD incident report and arrest data.

Compliance Measure #1: Establish a point of contact to coordinate with the Sheriff's Department.
Compliance Measure #2: Establish a policy requiring quarterly review of arrest and use of force data for SFPD.
Compliance Measure #3: Review the data quality at quarterly intervals.
Compliance Measure #4: Evidence of supportive and remedial action if deficiencies are found.

End of Executive Summary

Collaborative Reform Completion Memorandum

Individual Recommendation Response

Recommendation 20.1: The SFPD needs to develop reliable electronic in-custody arrest data. It needs to ensure that these arrest data accurately reflect the incident number from the event, and the number should be cross-referenced on both the booking card and the use of force reporting form.

Compliance Measure Language Modification

In our response to Rec #20.1, which requires arrest data to accurately reflect against the incident number from the event, booking card and Use of Force Reporting form, SFPD stated that the booking card is outdated and incomplete for the purpose of arrest data collection. The booking card should not be used for comparison against the incident number/Crime Data Warehouse (CDW) report and Use of Force Evaluation Form because it only captures a subset of the arrest data. The booking card does not capture arrests involving juveniles, misdemeanors and/or infractions.

The below response will reflect SFPD's current protocol as opposed to the 2015 protocol that involves the use of the booking card as a notification system to the SF Sheriff's Department (SFSD) regarding the use of force on subjects involving the Extended Range Impact Weapon (ERIW), Carotid Restraint (prohibited use) and/or OC Spray **(Attachment # 2)**.

Compliance Measure #1: Establish a data protocol for arrest data collection involving use of force.

Response: The previous method of paper booking cards and paper UoF logs were prone to error, omissions, and made it difficult to collect, store, retrieve, and analyze arrest and UoF data. Moreover, the use of SFSD's booking card was meant to notify SFSD regarding specific use of force on individuals for wellness monitoring, and not as a way to collect use of force data.

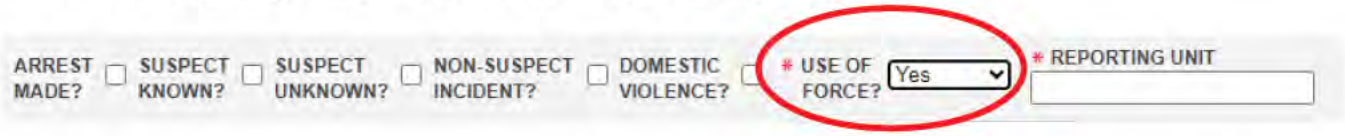
With the implementation of electronic UoF and arrest data collection in the same report writing system (CDW), this data collection is now consolidated, creating one "source of truth" for arrest and UoF data.

This integrated system enables SFPD analytical and quality assurance units such as Early Intervention System (EIS) and the Business Analysis Team (BAT) to efficiently retrieve data from one digital source.

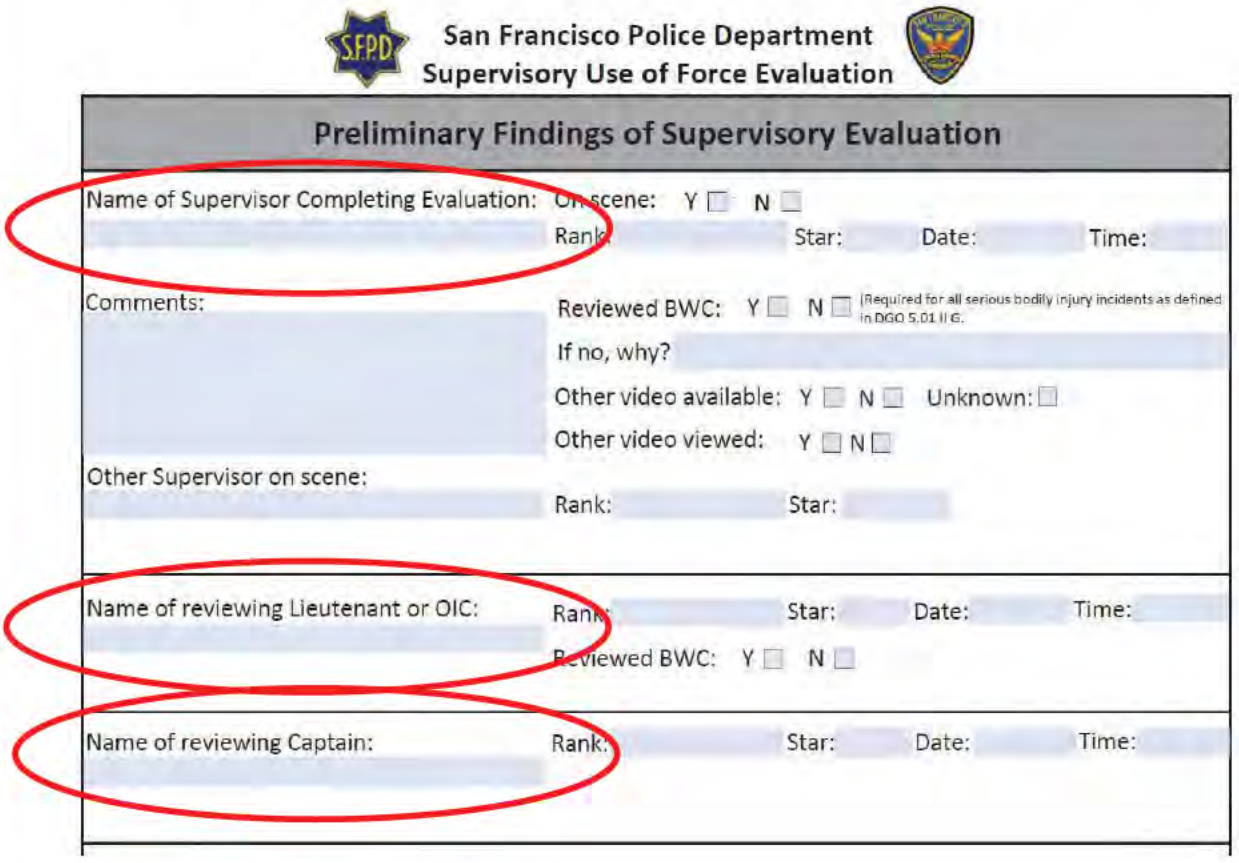
The following summarizes SFPD's UoF and Arrest data collection protocol:

Collaborative Reform Completion Memorandum

1. When an arrest involving force is made, the reporting Officer requests a case number.
2. The reporting Officer generates an electronic report.
3. In the electronic report, the reporting Officer is prompted with a check box titled "Use of Force?"
4. The reporting Officer "checks" the "Use of Force" box.



5. By checking the "Use of Force" box, the report automatically generates an attached "Supervisory Use of Force Evaluation Form" (SUoFE). At this point, a "tri-level" review and approval process takes place of the use of force.
6. The Supervisor (Sergeant) conducts a SUoFE, which must be reviewed and approved by the unit reviewing Sergeant, Lieutenant, and Captain (excerpt below).



7. Once the Officer has completed the incident report, the report is submitted for review and approval. The reviewing Sergeant and Lieutenant are responsible for ensuring the

completeness and accuracy of the report. **(See DN 18-154, 20-134, and DN 23-102 [Attachment #3])**

8. At the conclusion of this process, two documents are generated.
    a. SFPD Incident Report
    b. Supervisory Use of Force Evaluation

9. In the event that the incident included the drawing and exhibiting of a firearm, a third form is also generated, titled the "Supervisory Firearm Drawn / Exhibited Evaluation."
10. The SUoFe is programmed to automatically pull the following data from the arrest report:

    1. Incident Number
    2. Date
    3. Time
    4. Type of Incident
    5. Location of Occurrence
    6. District of Occurrence
    7. CAD Number

Subject

    1. Subject Name
    2. Date of Birth
    3. Gender
    4. Height
    5. Weight
    6. Race
    7. Language

11. These documents are all electronically stored in CDW, allowing for retrieval and review by SFPD analytical and data quality assurance units.
12. Data collection from the Incident Report and SUoFE Form are pulled into the Business Intelligence Software daily for reporting and analysis. This data pull occurs daily at 7:37AM, pulling the previous day's use of force and arrest data. (Please refer to email correspondence from Director [redacted] of Business Intelligence and Geospatial Technology **(Attachment # 4)**.

Note: The process above describes the way arrest and UOF data is collected, documented, and stored. All arrest and Use of Force data is retrievable in CDW with only the incident number.

Compliance Measure #2: Develop training on the capture and recording of arrest data involving use of force.

Collaborative Reform Completion Memorandum

Response: SFPD developed training for supervisors and Officers regarding arrest data involving use of force reporting.

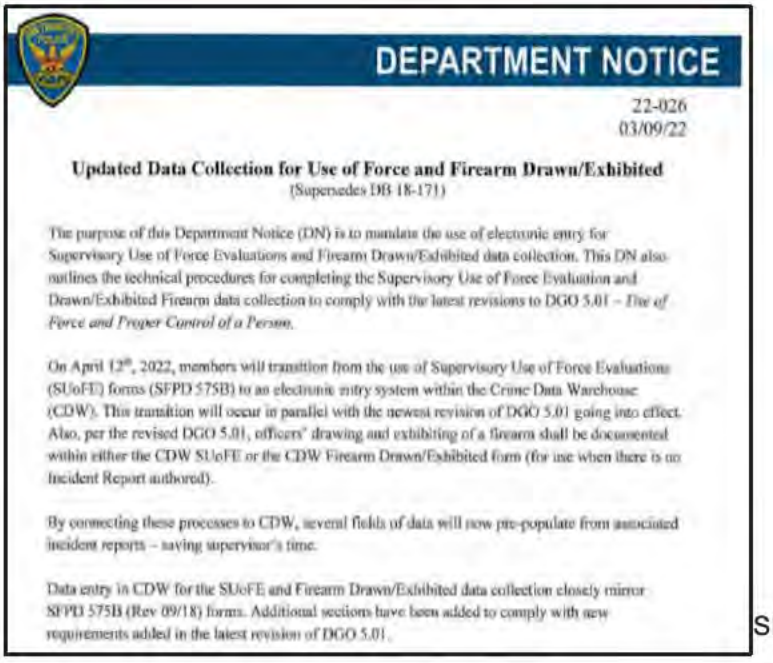
Because the arrest data is pulled from CDW, it is imperative that there are safeguards in place to ensure that supervisors and superiors (Sergeants and Lieutenant) review and approve reports for completeness and appropriateness. The below training was developed to train Department members regarding the documentation of ***arrest data.***

a. Report Writing Manual **(Attachment #5)**
b. New CDW UserGuide.pdf **(Attachment #6)**
c. Required Elements in Use of Force Incident Reports (17-095) **(Attachment #7)**
d. Report Writing Responsibilities: Supervisors, Officers and Police Service Aides 18-154 **(Attachment #3)**
e. Report Writing Responsibilities: Supervisors, Officers and Police Service Aides-20-134 **(Attachment #3)**
f. Report Writing Responsibilities: Supervisors, Officers and Police Service Aides-23-102 **(Attachment #3)**

The below training were developed regarding the documentation of ***use of force data.***
Electronic System Implementation and Training:

The transition from the digital PDF version of the Supervisory Use of Force Evaluation Form to an electronic system within CDW marked a significant advancement, as detailed in Department Notice (DN) 22-026, "Updated Data Collection for Use of Force and Firearm Drawn/Exhibited," issued on April 12, 2022 **(Attachment # 8)**. Included in DN 22-026 is a technology guide **(Attachment # 9)** which instructs members on how to use the SUoFE form within CDW.

DN 22-026, Updated Data Collection for Use of Force and Firearm Drawn/Exhibited," (Attachment # 8)



DEPARTMENT NOTICE

22-026
03/09/22

Updated Data Collection for Use of Force and Firearm Drawn/Exhibited
(Supersedes DB 18-171)

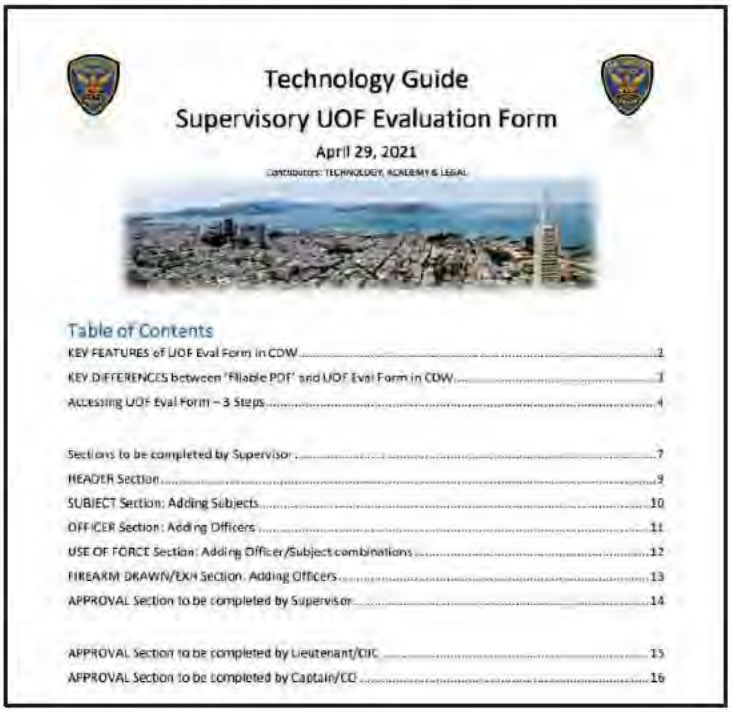
The purpose of this Department Notice (DN) is to mandate the use of electronic entry for Supervisory Use of Force Evaluations and Firearm Drawn/Exhibited data collection. This DN also outlines the technical procedures for completing the Supervisory Use of Force Evaluation and Drawn/Exhibited Firearm data collection to comply with the latest revisions to DGO 5.01 – *Use of Force and Proper Control of a Person.*

On April 12th, 2022, members will transition from the use of Supervisory Use of Force Evaluations (SUoFE) forms (SFPD 575B) to an electronic entry system within the Crime Data Warehouse (CDW). This transition will occur in parallel with the newest revision of DGO 5.01 going into effect. Also, per the revised DGO 5.01, officers' drawing and exhibiting of a firearm shall be documented within either the CDW SUoFE or the CDW Firearm Drawn/Exhibited form (for use when there is no Incident Report authored).

By connecting these processes to CDW, several fields of data will now pre-populate from associated incident reports – saving supervisor's time.

Data entry in CDW for the SUoFE and Firearm Drawn/Exhibited data collection closely mirror SFPD 575B (Rev 09/18) forms. Additional sections have been added to comply with new requirements added in the latest revision of DGO 5.01.

"Technology Guide: Supervisory UOF Evaluation Form", Issued April 29, 2021. (Attachment # 9)



Technology Guide
Supervisory UOF Evaluation Form
April 29, 2021
Contributors: TECHNOLOGY, ACADEMY & LEGAL

Table of Contents

KEY FEATURES of UOF Eval Form in CDW 2
KEY DIFFERENCES between 'Fillable PDF' and UOF Eval Form in CDW 3
Accessing UOF Eval Form – 3 Steps 4
Sections to be completed by Supervisor 7
HEADER Section 9
SUBJECT Section: Adding Subjects 10
OFFICER Section: Adding Officers 11
USE OF FORCE Section: Adding Officer/Subject combinations 12
FIREARM DRAWN/EXH Section: Adding Officers 13
APPROVAL Section to be completed by Supervisor 14
APPROVAL Section to be completed by Lieutenant/CIC 15
APPROVAL Section to be completed by Captain/CO 16

The Integration of SUoFE into CDW streamlined the process for members, ensuring a seamless transition and further contributing to the department's commitment to continual improvement. For convenience, please refer to SFPD form 575B (12/2022) **(Attachment # 10)** which is a digital version of the SUoFE form within CDW.

Expanded Data Fields:

DN 22-026 introduced additional data fields, enhancing the Supervisory Use of Force Evaluation Form beyond the provisions of DB 18-171. These additions covered pre-population of data in various sections, including officer information, verbal commands and warnings, and specifics related to drawing/exhibiting a firearm. Notably in DN 22-026, the drawing/exhibiting of a firearm now requires a review and memorialization of the incident within the Firearm Drawn/Exhibiting Evaluation form, despite it not being considered as a use of force. The expanded data fields will be pulled from the associated incident report. In the event that the firearm drawn/exhibited occurrence did not require an incident report, the data will be pulled from Computer Aided Dispatch (CAD) system. Regardless of whether the data is being pulled from the incident report or from CAD, a Supervisory Firearm Drawing/Exhibiting evaluation still occurs. For additional information, please refer to SFPD Form 575C (12/22), "Supervisory Firearm Drawn/Exhibiting Evaluation" **(Attachment # 11)** (See below).

Collaborative Reform Completion Memorandum

"SFPD Form 575C (12/22), "Supervisory Firearm Drawn/Exhibiting Evaluation" (Attachment #11).

San Francisco Police Department
Supervisory Firearm Drawn/Exh Evaluation

INCIDENT NUMBER:	**Date:**	**Time:**
DEM Radio Code:		On View ☐ Dispatch ☐
Location of Occurrence:		
District of Occurrence:		
SFPD CAD#:	**CAD Advised Armed?** Y ☐ N ☐ N/A ☐	
Weapon CAD Advised: Simulated Weapon ☐ Blunt Object ☐ Knife/Other Edged Weapon ☐ Firearm ☐ Other ☐		
Critical Incident/Special Event:		
Supervisory Officer Rank, Name & Star#:		
Did Supervisor Respond to Scene: Y ☐ N ☐ **If No, why?**		

OFFICER **Officer Name:**			**BWC Available:** Y ☐ N ☐
Station/Assignment:	**Unit ID:**	**Identification:** Uniform ☐ Plainclothes ☐	
Plainclothes ID: Display of Star ☐ Raid Jacket ☐ Verbally ☐ None ☐			**Injured:** Y ☐ N ☐
Injuries Description:			
Photo: Y ☐ N ☐	**Photo Taken By:**		
Death: Y ☐ N ☐	**Assessment (Paramedic/EMT):** Y ☐ N ☐		**Med Eval (By Doctor):** Y ☐ N ☐
Medical Treatment: Y ☐ N ☐ Admitted ☐			

DRAWING/EXHIBITING FIREARM **Officer:**

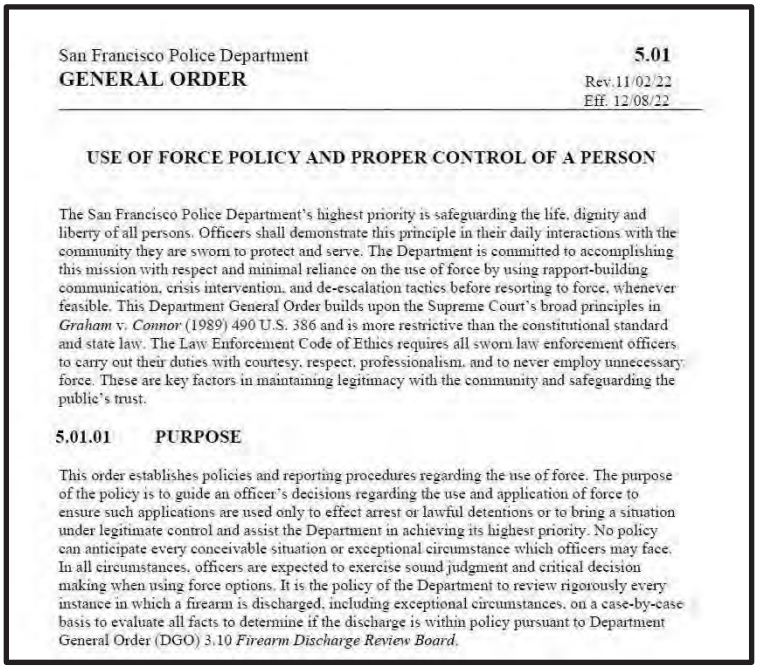
Reason for Drawing/Exhibiting Firearm (DGO 5.01):	**Type of Firearm Used:**
☐ Search for suspect	☐ Department Issued Handgun
☐ High-risk pedestrian stop	☐ Department Issued Shotgun
☐ High-risk vehicle stop	☐ Department Issued Rifle
☐ Subject believed to be armed with a firearm	☐ Other:
☐ Subject believed to be armed with other deadly weapon	**Position Firearm Held:**
☐ Warrant Service	☐ Firearm Pointed Down ☐ High Ready
☐ Critical Incident	☐ Long Gun Port Arms ☐ Other
☐ Designated lethal cover officer for ERIW deployment per DGO 5.01	☐ Firearm Low Ready
☐ Other:	

Was Drawing/Exhibiting Firearm within Department Policy? Y ☐ N ☐ Determination Pending Investigation ☐
(Any UOF incident referred to an investigative unit)

If No or Determination Pending Investigation, notify a superior officer. Submit for Commanding Officer's approval prior to reporting off-duty.

This update coincided with the implementation of the revised DGO 5.01, "Use of Force Policy and Proper Control of a Person," **(Attachment # 12)** in November 2022. For convenience, please refer to SFPD Form 575C (04/22), "Supervisory Firearm Drawn/Exhibiting Evaluation."

"Use of Force Policy and Proper Control of a Person" (Attachment #12).



San Francisco Police Department
GENERAL ORDER

5.01
Rev.11/02/22
Eff. 12/08/22

USE OF FORCE POLICY AND PROPER CONTROL OF A PERSON

The San Francisco Police Department's highest priority is safeguarding the life, dignity and liberty of all persons. Officers shall demonstrate this principle in their daily interactions with the community they are sworn to protect and serve. The Department is committed to accomplishing this mission with respect and minimal reliance on the use of force by using rapport-building communication, crisis intervention, and de-escalation tactics before resorting to force, whenever feasible. This Department General Order builds upon the Supreme Court's broad principles in *Graham* v. *Connor* (1989) 490 U.S. 386 and is more restrictive than the constitutional standard and state law. The Law Enforcement Code of Ethics requires all sworn law enforcement officers to carry out their duties with courtesy, respect, professionalism, and to never employ unnecessary force. These are key factors in maintaining legitimacy with the community and safeguarding the public's trust.

5.01.01 PURPOSE

This order establishes policies and reporting procedures regarding the use of force. The purpose of the policy is to guide an officer's decisions regarding the use and application of force to ensure such applications are used only to effect arrest or lawful detentions or to bring a situation under legitimate control and assist the Department in achieving its highest priority. No policy can anticipate every conceivable situation or exceptional circumstance which officers may face. In all circumstances, officers are expected to exercise sound judgment and critical decision making when using force options. It is the policy of the Department to review rigorously every instance in which a firearm is discharged, including exceptional circumstances, on a case-by-case basis to evaluate all facts to determine if the discharge is within policy pursuant to Department General Order (DGO) 3.10 *Firearm Discharge Review Board*.

Notably, the revised 5.01 has been expanded in the following ways. As highlighted in DN 22-111, Department 5.01, "Use of Force and Proper Control of a Person," **(Attachment # 13)** the revision includes four significant updates, as summarized below.

*"• **Revised Threshold for Reportable Force -** The threshold for reportable force has been changed so that some common types of low-level physical interactions with a person are not reportable force.*

*• **Revisions to Drawing and Exhibiting vs. Pointing a Firearm -** The definitions have been revised to provide clearer guidance on whether the presentation of a firearm is considered a circumstance of Drawing and Exhibiting or Pointing a Firearm. Under the revised definitions, the Low Ready position is reclassified as Drawing and Exhibiting, rather than a circumstance of Pointing a Firearm.*

*• **Revisions to Safeguarding Dignity -** This section has revised guidance for when and how officers may direct a subject involuntarily to the ground, and how to follow-up and document the circumstance.*

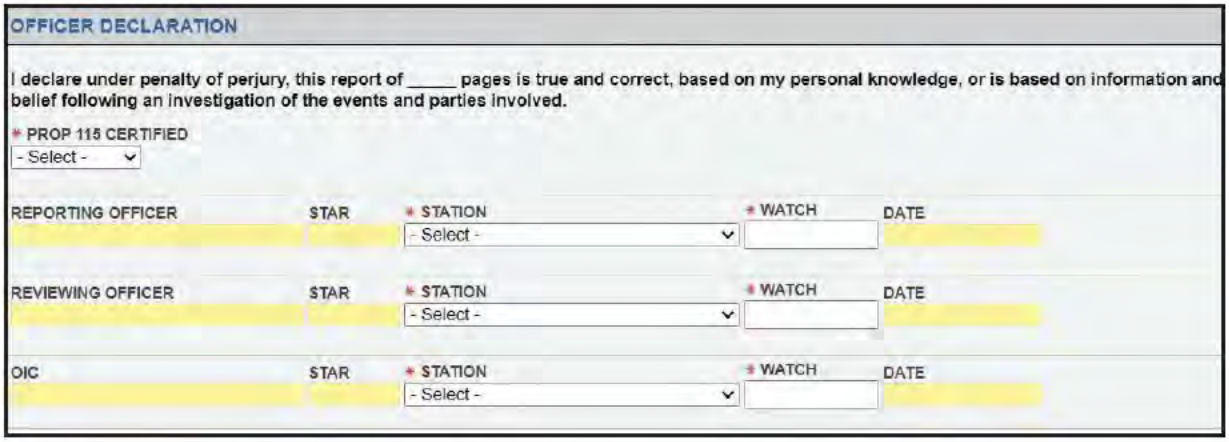
*• **Supervisory Evaluations and Review of Video -**The procedures for the Supervisory Evaluation of circumstances of Use of Force and Drawing"*

Collaborative Reform Completion Memorandum

Compliance Measure #3: Assign responsibility for review of sufficiency of use of force data on the incident report and use of force form.

Response: Responsibility for the review and approval of Use of Force data is memorialized on the incident report and SUoFE form.

In the incident report, three levels of review are required. These are composed of the reporting officer, reviewing Sergeant, and approving Lieutenant. In this way, each report is scrutinized at three initial levels for completeness, appropriateness, and sufficiency. **(Attachment #14)**



OFFICER DECLARATION

I declare under penalty of perjury, this report of _____ pages is true and correct, based on my personal knowledge, or is based on information and belief following an investigation of the events and parties involved.

* PROP 115 CERTIFIED
- Select -

REPORTING OFFICER	STAR	* STATION	* WATCH	DATE
		- Select -		

REVIEWING OFFICER	STAR	* STATION	* WATCH	DATE
		- Select -		

OIC	STAR	* STATION	* WATCH	DATE
		- Select -		

In the Supervisory Use of Force Evaluation, there are also three levels of review required. These are composed of the evaluating Sergeant, and the approving Lieutenant and Captain.

San Francisco Police Department
Supervisory Use of Force Evaluation

Preliminary Findings of Supervisory Evaluation

Name of Supervisor Completing Evaluation: On scene: Y ☐ N ☐
Rank: Star: Date: Time:

Comments:
Reviewed BWC: Y ☐ N ☐ (Required for all serious bodily injury incidents as defined in DGO 5.01 II G.
If no, why?
Other video available: Y ☐ N ☐ Unknown: ☐
Other video viewed: Y ☐ N ☐

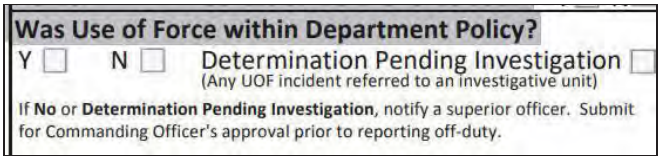
Other Supervisor on scene:
Rank: Star:

Name of reviewing Lieutenant or OIC: Rank: Star: Date: Time:
Reviewed BWC: Y ☐ N ☐

Name of reviewing Captain: Rank: Star: Date: Time:

In addition to the above initial steps, there are two additional circumstances which can be triggered during an initial SUoFE.

1. If the initial SUoFE determines that the Use of force is out of policy or requires further investigation, the reviewing Sergeant would check the appropriate box on the form (either "N" or "Determination Pending Investigation" as seen below), and the investigation would be forwarded to the Internal Affairs Division for a complete administrative review.


Was Use of Force within Department Policy?
Y ☐ N ☐ Determination Pending Investigation ☐
(Any UOF incident referred to an investigative unit)
If **No** or **Determination Pending Investigation**, notify a superior officer. Submit for Commanding Officer's approval prior to reporting off-duty.

2. If the UOF involves serious bodily injury, the incident is independently investigated by the San Francisco District Attorney's Office and SFPD Investigative Services Detail (See SFPD/SFDA MOU).

Note: For a historical account of SFPD's documentation around the continuous improvement of Supervisory Use of Force Evaluation, please refer to **(Attachment # 1).**

Early Intervention Systems

In addition to the two above listed primary reviews (Incident and SUoFE), there is an additional SUoFE audit conducted by the EIS unit on a quarterly basis for completeness and accuracy. This audit consists of 10 random SUoFE reports per quarter. In this audit, the auditor thoroughly reviews the incident report and the SUoFE for completeness and accuracy. In the event that discrepancies are identified, the EIS OIC sends a formal internal memorandum to the commanding officer of the evaluating Sergeant and approval Lieutenant for training and remediation. **(See EIS Unit Order and Internal Memo Attachment #15).**

Compliance Measure #4: Establish on going data quality review practice on a quarterly basis.

Response: The SFPD Business Analytics Team (BAT) is responsible for reviewing and analyzing aggregate arrest and UoF data on a routine basis. BAT then provides data analysis for public reporting, and fulfills public data requests, such as reports for the Office of the Mayor or Police Commission.

Collaborative Reform Completion Memorandum

Please see the below description of the quarterly data comparison between Use of Force and Arrest data:

Use of Force Data Validation:

The Business Analysis Team (BAT) conducts Use of Force analysis as part of Quarterly Activity and Data Report (QADR) on a quarterly basis. BAT analysts extract the Use of Force data each quarter by conducting a search in Crime Data Warehouse via Oracle Data Visualization SFPD UOF EVAL Analytics. The query contains raw data as well as built in pivot tables with various statistics. The raw data gets analyzed by BAT team analyst for the purposes of producing QADR Report.

The analyst ensures the accuracy and completeness of the data by checking for any discrepancies or outliers for total count of UOF incidents, total count of uses of force, total count of individuals on whom force was used, total count of members who applied force, or any missing information. If there are any inconsistencies identified during this process, the BAT team analyst conducts a further audit of the data by pulling the incident report and Use of Force Form(s). If the discrepancies are causing inconsistencies in the data, the matter gets addressed to the Business Intelligence (BI) and/or Early Intervention System (EIS) teams for remediation.

Check for Consistency with Arrest Data

After completing the validation of the Use of Force dataset, the analyst uses it to validate arrest data. BAT team analysts conduct a comparative analysis of individuals arrested with those on whom force was applied. By matching the data from "SFPD UOF EVAL Analytics," the Use of Force dataset, with "SFPD Persons data mart," the Arrests/Incidents dataset", the analyst is able to validate these data.

More specifically, the analyst conducts a search in Crime Data Warehouse via Business Intelligence Tools incident data for Use of Force incident numbers where the Person Type Description is "Booked, Cited, Detained, or Suspect". To ensure exact match of the data for subsequent comparison, a unique identifier for each of these individuals, in each data set, is generated (e.g. 123456789JohnDoe). Upon performing the exact match between the two datasets, BAT analysts create a summary table with the results of the data comparison. If any of the data did not match, BAT analyst will further examine each record to identify the status. Based on prior analysis, the unmatched data relates to two circumstances: 1) a subject(s) listed in the incident as arrested on whom force was not applied or 2) in cases where the person on whom force was applied ran away and was not arrested.

The aforementioned data quality comparison between Use of Force and Arrest Data is codified under BAT Unit Order 24-03, as illustrated below. (Attachment # 16)

Compliance Measure #5: Evidence of supportive or remedial action if deficiencies are found.

Response:

Business Analysis Team (BAT) analyst conducts a comparative analysis between SFPD UOF EVAL Analytics and SFPD Persons data marts, and performs an exact match, a strategy that matches only records that are identical between different data sources, to identify potential discrepancies or data outliers in regards to individuals on whom force was applied. If any discrepancies are identified, the analyst conducts research to determine the issue, and records the findings for reporting purposes. In the November 2023 data comparison sample, BAT [redacted] identified five outliers and concluded that subjects on whom force was applied were listed as "suspect," instead of being listed as an individual who was booked, cited or detained. **(Attachment # 17 A)**.

In another situation, BAT Analyst [redacted] identified outliers listed as "-999" in the data comparison. BAT Analyst reached out to the Business Intelligence team to inquire about the matter to determine any potential data issue. See email correspondence **(Attachment # 17 B)**.

End of Recommendation 20.1

Recommendation 20.2: The SFPD needs to audit arrest data and use of force data monthly to ensure proper recording of use of force incidents related to arrest incidents. An audit of these data should occur immediately upon publication of this report and monthly thereafter.

Compliance Measure #1: Audit concluded in 2016.
Compliance Measure #2: Establish policy requiring quarterly review of arrest and use of force data.
Compliance Measure #3: Ensure data quality at quarterly intervals.
Compliance Measure #4: Evidence of supportive and remedial action if deficiencies are found.

Compliance Measure #1: Audit concluded in 2016.

Response: SFPD was unable to complete a detailed audit in the year 2016. SFPD worked with our oversight partners to establish the audits performed by the Business Analysis Unit.

Compliance Measure #2: Establish policy requiring quarterly review of arrest and use of force data.

Response: The business Analytics Team conducts a quarterly data comparison between use of force and arrest data. This quarterly data comparison is codified in BAT Unit Order 24-001, (as described below) **(Attachment #16)**. For additional information regarding the summary of this policy, please refer to the response for Rec 20.1 CM #4.

Compliance Measure #3: Ensure data quality at quarterly intervals.

Response: Per BAT Team Unit Order 24-001 and the attached "Standard Operating Procedure" document which describes the data set reconciliation and comparison, data is reviewed on a quarterly basis. Individual anomalies in the data are examined by BAT Team analysts to reconcile any errors or omissions located.

See unit order and "Standard Operating Procedure" document for description of data collection and examination.

For an example of recent data quality checks, please see the Q2 **(Attachment #18 A and B)** and Q3 **(Attachment #18 C and D)** 2023 Use of Force analysis.

Compliance Measure #4: Evidence of supportive and remedial action if deficiencies are found.

Response: Business Analysis Team (BAT) analysts conduct a comparative analysis between SFPD UOF EVAL Analytics and SFPD Persons data marts, and performs an exact match, a strategy that matches only records that are identical between different data sources, to identify potential discrepancies or data outliers in regards to individuals on whom force was applied. If any discrepancies are identified, the analyst conducts research to determine the issue, and records the findings for reporting purposes. In the November 2023 data comparison sample, BAT Analyst [redacted] identified five outliers and concluded that subjects on whom force was applied were listed as "suspect," instead of being listed as an individual who was booked, cited or detained. **(Attachment # 17 A).**

In another situation, BAT Analyst [redacted] identified outliers listed as "-999" in the data comparison. BAT Analysts reached out to the Business Intelligence team to inquire about the matter to determine any potential data issue. See email correspondence **(Attachment # 17 B)**.

End of Recommendation 20.2

Collaborative Reform Completion Memorandum

Recommendation 20.3: The SFPD needs to advocate for better coordination with the San Francisco Sheriff's Department to ensure that the recording of SFPD arrest data is accurate and corresponds with SFPD incident report and arrest data.

Compliance Measure #1: Establish a point of contact to coordinate with the Sheriff's Department.
Compliance Measure #2: Establish a policy requiring quarterly review of arrest and use of force data for SFPD.
Compliance Measure #3: Review the data quality at quarterly intervals.
Compliance Measure #4: Evidence of supportive and remedial action if deficiencies are found.

Compliance Measure #1: Establish a point of contact to coordinate with the Sheriff's Department.

Response: At the time the CRI report was released in 2016, the SFSD was the official entity responsible for reporting arrest charges to the California DOJ. In 2023, the SFPD has taken over this reporting responsibility through the Business Analytics Team. SFPD no longer relies on SFSD to report arrest data, and a dedicated point of contact for the purposes of reporting is no longer applicable. Despite this change in reporting, SFPD maintains frequent contact with SFSD through established channels.

Please see a recent email correspondence a from SFPD Data & Policy Analyst submitting the January 2024 Monthly Arrest and Citation Register (MACR) report to the CAL DOJ **(Attachment #19)**

Compliance Measure #2: Establish a policy requiring quarterly review of arrest and use of force data quality for SFPD.

Response: The business Analytics Team conducts a quarterly data comparison between use of force and arrest data. This quarterly data comparison is codified in BAT Unit Order 24-001, (as described below) **(Attachment #16)**. For additional information regarding the summary of this policy, please refer to the response for Rec 20.1 CM #4.

Compliance Measure #3: Review the data quality at quarterly intervals.

Response: Per BAT Team Unit Order 24-001 and the attached "Standard Operating Procedure" document which describes the data set reconciliation and comparison, data is reviewed on a quarterly basis. Individual anomalies in the data are examined by BAT Team analysts to reconcile any errors or omissions located.

See unit order and "Standard Operating Procedure" document for description of data collection and examination.

For an example of recent data quality checks, please see the Q2 **(Attachment #18 A and B)** and Q3 **(Attachment #18 C and D)** 2023 Use of Force analysis.

Compliance Measure #4: Evidence of supportive and remedial action if deficiencies are found.

Response:

Business Analysis Team (BAT) analyst conducts a comparative analysis between SFPD UOF EVAL Analytics and SFPD Persons data marts, and performs an exact match, a strategy that matches only records that are identical between different data sources, to identify potential discrepancies or data outliers in regards to individuals on whom force was applied. If any discrepancies are identified, the analyst conducts research to determine the issue, and records the findings for reporting purposes. In the November 2023 data comparison sample, BAT Analyst [redacted] identified five outliers and concluded that subjects on whom force was applied were listed as "suspect," instead of being listed as an individual who was booked, cited or detained. **(Attachment # 17 A)**.

In another situation, BAT Analyst [redacted] identified outliers listed as "-999" in the data comparison. BAT Analyst reached out to the Business Intelligence team to inquire about the matter to determine any potential data issue. See email correspondence **(Attachment #17 B)**

End of Recommendation 20.3