



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

<p>Individual Recommendation Report</p> <p>Bureau: Chief of Staff</p> <p>Rec. Number: 18.3</p> <p>Assigned To Project Manager:</p> <p>Lt. Mike Nevin</p> <p>Prepared by: Lt. Mike Nevin</p> <p>Priority: Medium</p>	<p>Reserved For PSPPB Only</p> <p><input type="checkbox"/> President’s Task Force</p> <p><input type="checkbox"/> Blue Ribbon Panel</p> <p><input type="checkbox"/> CJTF SF Bar Association</p> <p><input type="checkbox"/> Department of Police Accountability</p> <p><input type="checkbox"/> Civil Grand Jury:</p>
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DOJ Recommendation #: 18.3

The SFPD needs to develop a protocol for proper development and handling of officer statements.

DOJ Objective: Use of Force

Executive Summary:

The Department of Justice made a finding that the SFPD does not adequately investigate use of force (Finding 18). I was assigned Recommendation 18.3: “The SFPD needs to develop a protocol for proper development and handing of officer statements.”

Department General Order 5.01 “Use of Force” (issued 12/21/16), Department Bulletin 17-006 “Supervisory Use of Force Evaluation Form” (issued 1/9/17), and Department Bulletin 17-095 “Required Elements in Use of Force Incident Reports” went into effect after the DOJ report. As such, this recommendation should be considered as implemented.

Department General Order 5.01 (Section VII. Use of Force Reporting) describes in detail how officers are to report use of force. Under “Officer’s Responsibility” it states: “Any reportable use of force shall be documented in detail in an incident report, supplemental police report, or statement form. Descriptions shall be in clear, precise and plain language and shall be as specific as possible.” The order goes on to describe the information that shall be in the report. Lastly, the section states: “In the event that an officer cannot document his/her use of force due to exceptional circumstances, another officer shall document this use of force in an incident report, supplemental incident report or statement for at the direction of a supervisor.”

Department Bulletin 17-006 “Supervisory Use of Force Evaluation Form” describes the supervisory responsibilities regarding documentation for use of force incidents. It also includes a section for preliminary finding by the supervisor, lieutenant, and captain of the officer involved.

Department Bulletin 17-095 “Required Elements in Use of Force Incident Reports” describes the requirements outlined in D.G.O. 5.01, VII, B, 1 (listed above) regarding what information shall be included in the report.



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In addition, DB 17-095 lists report writing considerations as follows:

“It is appropriate for an officer to describe what he/she saw another officer doing related to use of force, however officers should refrain from ascribing intentions as to why the officer was doing it. The why should be documented by each officer using a force option. It is important to document when and why the application of force is de-escalated or stopped. Avoid canned or boilerplate language. For example if an officer reports his actions were due to ‘officer safety,’ explain the relevant articulable facts (ie, subject would not keep hands out of pockets, bulge in clothing, specific verbal threats, 1000 yard stare, boxer’s stance, ignored lawful commands, etc.) in plain language that everyone can readily understand.”

Crime Data Warehouse is utilized for authoring incident reports. Officers are easily able to access the system to author an initial, supplemental, or statement under a single case number.

Purpose:

The purpose of this recommendation is to develop a protocol for proper development and handling of officer statements.

Policy:

N/A

Audit (if applicable):

DB 17-006

DB 17-095

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

-DGO 5.01

-DB 15-237

-DB 17-095

-DB 17-006 (DB 15-237 Revision)

-Supervisory Use of Force Evaluation Form (Revised 3/15/17)

-Step by Step Guide on completing the Supervisory Use of Force Evaluation Form

-Use of Force Log (Revised to digital format 3/15/17)

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

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