



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

<p><b>Individual Recommendation Report</b></p> <p><b>Rec. Number:</b> 84.2</p> <p><b>Assigned To Project Manager:</b> Captain Richard Struckman #1769</p> <p><b>Prepared by:</b> Sergeant Christina Serrano #1234</p> <p><b>Priority:</b> Low</p>	<p><b>Reserved For PSPPB Only</b></p> <p><input type="checkbox"/> <b>President’s Task Force</b></p> <p><input type="checkbox"/> <b>Blue Ribbon Panel</b></p> <p><input type="checkbox"/> <b>CJTF SF Bar Association</b></p> <p><input type="checkbox"/> <b>Department of Police Accountability</b></p> <p><input type="checkbox"/> <b>Civil Grand Jury:</b></p>
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**DOJ Recommendation #: 84.2**

*The SFPD should establish a recruiting and hiring committee to continuously improve and streamline the processes for applicants. The process should be as user-friendly as possible.*

**DOJ Objective: Recruitment, Hiring Personnel Practices**

**Executive Summary:**

The three entities involved in the hiring process are The City and County of San Francisco Department of Human Resources (DHR), the SFPD Recruitment Unit and the SFPD Backgrounds Unit. Recent restructuring has moved the Recruitment Unit into the Staff Services Division effective March 18, 2017. This movement allows the Recruitment Unit to now work side by side with the Backgrounds Unit to create a more streamline and cohesive hiring process. We have now created a Recruiting and Hiring Committee with the Department of Human Resources Public Safety Team. This Committee will also include the Officer-in-charge of the Basic Academy and the Officer-in-charge of the FTO Office.

**Purpose:**

On June 1<sup>st</sup>, 2017, the leadership of the Staff Services Division convened a meeting with the Department of Human Resources’ Public Safety Team in response to DOJ’s Recommendation #84.2 to “establish a recruiting and hiring committee”. The purpose of the meeting was to discuss amongst the three entities involved in the recruitment and hiring process how to improve and streamline the hiring process and how to make that process as user-friendly as possible. The meeting also addressed the necessity and frequency of future meetings of the committee. It was decided that the meetings will occur quarterly on the first Wednesday in every March, June, September and December. The next four meeting are scheduled as follows: September 6<sup>th</sup>, 2017, December 6<sup>th</sup>, 2017, March 7<sup>th</sup> 2018 and June 6<sup>th</sup> 2018.

**Policy:**

Per the attached Staff Services Division “SFPD/DHR Recruiting and Hiring Committee” Unit Order 17-05, the leadership of the Staff Services Division (Officer-in-Charge of Staff Services Division,



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Sergeant of Recruitment Unit, and Sergeant of Backgrounds Investigation Unit) shall meet quarterly during the calendar year to assess current hiring practices and compare them to nationwide best practices. This Committee will also include a representative from the Department of Human Resources' Public Safety Team, the Officer-in-charge of the Basic Academy and the Officer-in-charge of the FTO Office. The Committee will ensure that the SFPD's hiring process is as user-friendly as possible for applicants. The Committee will work towards approval and implementation of any changes that would be beneficial and more efficient for the SFPD in regards to hiring. Any recommendations that the Committee makes shall be forwarded up the proper chain of command for review and approval.

**Audit (if applicable):**

The inaugural SFPD/DHR Recruiting and Hiring Committee meeting was held on Tuesday, June 1<sup>st</sup>, 2017 at 1000 hours at the SFPD Public Safety Building located at 1245 3<sup>rd</sup> Street, 5<sup>th</sup> Floor, San Francisco, CA 94158.

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

Staff Services Division Unit Order 17-05: SFPD/DHR Recruiting and Hiring Committee

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

N/A

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

The Staff Services Division Leadership Team complied with DOJ Recommendation #84.2 regarding the creation of a hiring committee on June 1<sup>st</sup>, 2017. Furthermore, Staff Services Division Unit Order 17-05: SFPD/DHR Recruiting and Hiring Committee states that the committee shall meet quarterly to ensure that the SFPD will continue to provide applicants with a streamlined and user-friendly process.