



**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> 86.1</p> <p><b>Assigned To Project Manager:</b> Captain Richard Struckman</p> <p><b>Prepared by:</b> Lieutenant Kirk Yin</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 #:** *The SFPD should staff the Background Investigation Unit with full-time investigative personnel who have the required training and requisite experience and who are invested in the area of investigations.*

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

**Executive Summary:**

The Background Investigation Unit performs a critical function for our Department. As such, we have six full-time Background Investigators that are POST-certified and experienced.

**Purpose:**

The SFPD does staff the Background Investigation Unit with full-time investigative personnel who are all POST-certified in Background Investigations. They all possess the requisite experience and are invested in the area of Background Investigations.

We supplement our full-time investigators with part-time experienced investigators who are also POST-certified in Background Investigations. They possess requisite experience and are invested in the area of Background Investigations and the welfare of our Department.

The goal of the Background Investigations Unit is to staff the unit with full-time personnel. However, until the Department has fully staffed our patrol units to provide public safety for our community, we will supplement our full-time investigators with part-time investigators.

Our staffing plan is as follows:

Fiscal Year	Additional Full-time Investigators
FY 17-18	+3
FY 18-19	+3
FY 19-20	+3

As we add full-time investigators, we plan to phase out part-time investigators.



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**Policy:**

Members wishing to be considered for the full-time Background Investigator position must respond to a Department Bulletin position announcement. The interested candidate is allowed to provide a resume and participates in an oral board interview. A review of the applicant's performance evaluation, driving record, Internal Affairs record, EEO history, lawsuit, and citizen's complaints history is performed.

Upon selection to the Background Investigation Unit, the new Investigator will shadow experienced Investigators in paperwork processing, triage, interviewing, and other functions. Only upon successful completion of a POST-certified Background Investigations course can the new Investigator be assigned case files.

**Audit (if applicable):**

The Supervisor of the Background Investigation Unit has confirmed that all Background Investigators have successfully completed a POST-certified Background Investigations course.

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

Department Bulletin 15-113: *Position Opening: Background Investigation Unit for Police Officer*

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

California POST Background Investigation Manual (partial copy, first 20 pages printed as the overall manual is 226 pages)

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

POST Background Investigations Course Certification spreadsheet tracking for full-time members