Recommendation 4.5: The SFPD should continue the manual entry of use of force data until the electronic use of force report is operational. To ensure consistency and accuracy in the data, this entry should be conducted in a single unit rather than multiple units.

Response to 4.5: Through the above Orders and Bulletins listed in Response to 3.1, along with EIS Unit/Legal Division Unit Order 17-001 Use of Force Data Entry for EIS Unit, April 2017, the SFPD has ensured that manual entry of use of force data will be entered by one unit, the EIS Unit. The Department has also set up a process to conduct random audits to ensure accuracy in data reporting by comparing use of force reports with the underlying offense report. Therefore, the California Department of Justice finds that implementation of recommendation 4.5 to be in substantial compliance; however, to remain in substantial compliance, SFPD will need to engage in ongoing review and take remedial action if and when deficiencies are found, in accordance with the detailed compliance measures that have been agreed upon between all parties.

Please let me know if you have any questions or would like to discuss these further. Thank you.

Nancy A. Beninati

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Hillard Heintze File Review Recommendation #4.5

Finding #4	The Use of Force Log captures insufficient information about use of force incidents.
Recommendation #4.5	The SFPD should continue the manual entry of use of force data until the electronic use of force report is operational. To ensure consistency and accuracy in the data, this entry should be conducted in a single unit rather than in multiple units.

Recommendation Status	==Complete== Partially Complete In Progress Not Started No Assessment

Summary
The San Francisco Police Department collects use of force data pursuant to DB 18-171 Updated Supervisory Use of Force Evaluation form, and published policy designating the EIS Unit as the sole unit responsible for entry of use of force data, EIS Unit/Legal Division Unit Order 17-001 Use of Force Data Entry for EIS Unit, April 18, 2017. The unit order supports the department's decision to continue manual entry of use of force data until an electronic protocol is developed, specifically providing "this manual process shall remain in effect until a digital process is completed and rolled out by the EIS Unit and the IT Division." The EIS conducts random audits to ensure consistency and accuracy in data reporting by comparing use of force reports with the underlying offense report. The department response to this recommendation is commendable.

Compliance Measures		Status/Measure Met
1	Continue manual entry of use of force data until electronic use of force report is operational.	√ Yes ☐ No ☐ N/A
2	Ensure that use of force data entered by a single unit.	√ Yes ☐ No ☐ N/A
3	Ensure consistency and accuracy in the data.	√ Yes ☐ No ☐ N/A

Administrative Issues:

Compliance Issues:

Supplemental Document Request:	
Requested Documents	Responsive Document(s) and Why
None at this time	Docs-
	Why relevant-

Recommendation # 4.5

The SFPD should continue the manual entry of use of force data until the electronic use of force report is operational. To ensure consistency and accuracy in the data, this entry should be conducted in a single unit rather than multiple units.

Response Date: 10/16/2018

Screening Questions:

1) **Has the recommended action occurred?**

    a.) Continue manual entry of use of force data until electronic use of force report is operational.
    -Yes. See question #2.

    b.) Ensure the use of force data entered by a single unit.
    -Yes. See question #2.

    c.) Ensure consistency and accuracy in the data.
    -Yes. See question #4.

2) **Does the recommendation require a DGO or other department policy? If not required, is the recommendation supported by a department policy?**

    Department Bulletin 17-006 was written as a revision to DB 15-237, which outlines use of force procedures and a step by step guide on how to accurately complete the new Supervisory Use of Force Evaluation Form and was rolled out department wide.

    Unit Order 17-001 (Use of Force Data Entry for EIS Unit) was issued to explain the policy within the EIS Unit on how to enter the use of force data once a Supervisory Use of Force Evaluation was received by the reporting unit.

    Department Bulletin (DB) 17-006 mandates that supervisors must complete a Supervisory Use of Force Evaluation Form for each reportable use of force and submit through the chain of command before the end of their watch. The Supervisory Use of Force Evaluation has been rolled out department wide as of 1/9/17. The EIS unit receives the completed Supervisory Evaluation Forms daily by electronic mail (e-mail). EIS then complies the corresponding incident report and Use of Force log to look for discrepancies. The data from the Supervisory Use of Force Evaluation is then entered into AIM database where all use of force data can then be disseminated to the mandated divisions or units.

    On 10/11/2018, the DB 18-171 was issued in order to reflect the updated and improved changes on the Supervisory Use of Force Evaluation Form. Included with DB 18-171 is a step by step guide which shows line by line how to fill out the form and where to get this information

from. This guide was attached to the Department Bulletin and is easily accessible to all Supervisors who reference the DB on the proper procedures. This shows a continual improvement loop as the department improves on procedures around Use of Force policies.

-Department Bulletin (DB) 18-171 (Updated Supervisory Use of Force Evaluation Form) (Issued 10/03/18- Supersedes DB 17-006, Amends DGO 5.01)
-Unit Order 17-001 (Use of Force Data Entry for EIS Unit)
-DGO 5.01
-DB 17-006 (Superseded by DB 18-171)

3) **Does the recommendation require training and/or education?**
-Step by Step Form Completion Guide (Updated 09/18- Issued through DB 18-171)

4) **Does the recommendation require an audit or continuous improvement loop?**
-Use of Force Details Summary Report- July 2018 (Retrieved from Administrative Investigative Management (AIM) database). See Screen shot from SFPD AIM Database.

-Audit on the following Department Bulletins for compliance
-DB 17-006 - Audited on 9-27-2018
-DB 18-171 - Not audited because DB was recently issued on 10/11/2018.

-It is recommended that supervisor(s) at the EIS Unit conduct local audits per their regular management duties.

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