



**San Francisco Police Department**  
**Department General Order 8.03 Working Group**  
**Administrative Guidelines**

**Working Group Member and Participant Expectations**

The purpose of the working group is to study a particular Department General Order (DGO) and make recommendations after careful consideration of viewpoints, thorough exploration of options, and identification of optimal solutions. The environment of the working group is one of inclusivity. As such, working group members and all participants shall:

1. Always foster respectful communication.
2. Engage in active listening with consideration for all points of view.
3. Arrive at working group meetings prepared with previous assignments completed.
4. Actively participate in working group meetings to assure that the strength, value, efficiency, and purpose of the working group is achieved.

**Applicable Governing Statutes**

San Francisco Police Department (hereinafter referred to as Department) working group meetings are considered “passive meetings” in accordance with the [San Francisco \(SF\) Administrative \(Admin.\) Code Article II Sections 67.3 and 67.4](#).

1. According to [SF Admin. Code §§ 67.3\(c\)\(1\) and 67.4\(a\)\(5\)](#), gatherings of advisory committees or other multimember bodies created in writing, or by the initiative of, a member of a policy body, the Mayor, the City Administrator, a department head, or any elective officer are subject to “passive meeting” rules.
2. All members of the working group are subject to Public Records Laws. Accordingly, all writings about City business connected to a member’s work for the group, including emails, text messages, notes, drafts, correspondences, and any other writing is subject to disclosure. This remains true regardless of whether such writings are composed or received on personal devices. If there is a public records request, working group members will be asked to produce all responsive records.
3. Members of the working group are unable to discuss community business without a quorum of the group because to do so would be a violation of the open meeting (i.e., “Brown Act”) laws. According to [Cal. Govt. Code § 54952.2\(b\)](#) and [SF Admin. Code §§ 67.3\(b\)\(2\) and \(3\)](#), even if a majority of the members of a



policy body are not present in one place at one time, an unlawful meeting can still occur. The [City Attorney's Good Government Guide](#) explains the concept of a Seriatim meeting, which is unlawful and occurs because of the receipt of information and discussion among the members. Seriatim meetings can occur by use of technology, such as fax, e-mail, text message, or telephone, or through an intermediary.

4. California open meeting laws further stipulate that no member may communicate with a majority of the working group members outside of posted meetings, to include via e-mail or other electronic means.
5. According to [SF Admin. Code § 67.4\(a\)\(3\)](#), there is no right of public comment.

### **SFPD Working Group Administrative Guidelines**

1. Requests for an individual, not listed on the roster, to be included in the working group must be arranged in advance through the Executive Sponsor, Policy Development Division Manager, Asja Steeves, and Policy Working Group Coordinator, Hitesh Bussie.
2. Requests for an individual, not listed on the roster, to present, comment, or provide documentation must be arranged in advance through the Executive Sponsor, Policy Development Division Manager, Asja Steeves, and Policy Working Group Coordinator, Hitesh Bussie.
3. The recommendation grid serves as the work product of the working group.
4. The recommendation grid including the Department's responses will guide DGO revisions.
5. Per [DGO 3.01.04 \(D\)](#), at the conclusion of the working group activity and before concurrence, the draft DGO 8.03 policy shall be posted on the Department's website for 30 business days, inviting public comment and recommendations.
6. Per [DGO 3.01](#), the Department shall provide written communication documenting the status of the DGO 8.03 revision process, on a quarterly basis, to the following:
  - a. DGO 8.03 Executive Sponsor and Designee.
  - b. All DGO 8.03 Working Group members.
  - c. SFPD DGO 8.03 Support Staff.
7. Communications relating to scheduling or excused absences shall be directed to [Asja.Steeves@sfgov.org](mailto:Asja.Steeves@sfgov.org) and [Hitesh.Bussie@sfgov.org](mailto:Hitesh.Bussie@sfgov.org).