



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

<p><b>Individual Recommendation Report</b></p> <p><b>Bureau:</b> Chief's Office</p> <p><b>Rec. Number:</b> 24.3</p> <p><b>Assigned To Project Manager:</b> Commander Peter Walsh</p> <p><b>Prepared by:</b> Sgt. Christopher Beauchamp</p> <p><b>Priority:</b> High</p>	<p><b>Reserved For PSPPB Only</b></p> <p><input checked="" type="checkbox"/> <b>President's Task Force</b></p> <p><input checked="" type="checkbox"/> <b>Blue Ribbon Panel</b></p> <p><input checked="" type="checkbox"/> <b>CJTF SF Bar Association</b></p> <p><input checked="" type="checkbox"/> <b>Department of Police Accountability</b></p> <p><input checked="" type="checkbox"/> <b>Civil Grand Jury:</b></p>
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**DOJ Recommendation #: 24.3**

*The SFPD should immediately establish a policy and practice for ongoing audit of electronic communication devices to determine whether they are being used to communicate bias.*

**DOJ Objective: Bias**

**Executive Summary:**

As recommended members of the Internal Affairs Division audited/monitored three internal systems (CLETS, Department E-mail, and Department issued cellular phones) for possible racial bias. During the IAD's initial audit of CLETS and Department E-mail there were no "hits" generated for biased or racially biased words. A third audit of Department Issued cellular phones by specially training IAD investigators revealed that phone numbers not belonging to SFPD members came back with "hits", however no SFPD members using the text messaging application could be identified as sending bias or racially bias text messages. IAD will continue to audit SFPD internal communications systems. An SFPD Unit Order was authored to establish protocols for continued IAD Audit Procedures.

**Purpose:**

The SFPD should immediately establish a policy and practice for ongoing audit of electronic communication devices to determine whether they are being used to communicate bias

**Policy:**

A Unit Order was issued for the purpose of establishing a protocol for the Internal Affairs Division to audit department issued communications devices every 30 days. Should a member be found outside the guide lines set forth by the Department, IAD will initiate an investigation into that member regarding the improper usage of Department equipment. All audited data not determined to be in violation of Department Policy will be held until the quarterly report to which it applies and then discarded without memorialization.

**Audit (if applicable):**

Every 30 days per unit order



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

Unit Order

Department Memo Subject Line: DOJ Department Electronics Audit dated: 2/6/2017

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

List of Prohibited, Biased or Racial Biased key words

Audit results from 5/20/2016 to 2/7/2017

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