



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

Individual Recommendation Report Bureau: Special Operations Rec. Number: 9.2 Assigned To Project Manager: Capt. Jack Hart Prepared by: Capt. Jack Hart Priority: High	Reserved For Executive Sponsor Only Date Issued: November 6, 2016 Return Date: January 9, 2017 Success level: Choose One Other Status: Noncompliance: Waiver approval:
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Notes:

DOJ Objective: Use of Force

DOJ Recommendation #: 9.2

Until the Department of Emergency Management protocol is established, when activating the protocols for notification following an officer-involved shooting incident, the Operations Center should notify representatives of IAD, the District Attorney's Office, and OCC, with no lag time occurring in any of the notifications. The Operations Center log for notifications should be included as part of the investigation report case file to accurately and fully depict notifications.

Purpose:

Officer-involved shootings are complex incidents that require notifications to numerous internal and external stakeholders. DOC staff's successful completion of this mission ensures a prompt, coordinated response that will promote accountability, transparency, and public trust in and for the integrity of both the administrative and criminal investigations.

Policy:

Effective 01/01/2017, It is the policy of the DOC that Officer-involved shooting notifications to the Department of Police Accountability (formerly known as OCC), the District Attorney's Office, the District Attorney Investigation's Office, and the DA's Independent Investigations Bureau be done by the Everbridge notification system, which simultaneously notifies stakeholders through text, email, and phone and records acknowledged. Internal SFPD stakeholders will be notified by both Everbridge and PIN systems.

For auditing purposes, the following procedures should be followed:

- Requests for a copy of the report will be routed through the Investigations Commander;
- Upon approval, the Operations Center Lieutenant will print out a copy of the notification report, and provide it to the auditing agency as required by policy or law.



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

-DOC Unit Order (17-001), Unit Order (17-001, Revised; In Concurrence)

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

-CCSF Alert Instructions (SFPD Incident Operator)

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

-Memo from DOC Lieutenant on training

-OIS Notification Report

-Roll Call Training Sign In Sheet

-Communications

Reserved for PSPPB Only

President's Task Force

Blue Ribbon Panel

CJTF SF Bar Association

Office of Citizen's Complaints

Civil Grand Jury:

Notes:

Civil Grand Jury/OIS

Recommendation # R.3.A and # R.3.B

Blue Ribbon Panel

Chapter 3, Finding #5 regarding "...an outdated notification system."