From: Tanya Koshy
To: [redacted] McGuire, Catherine (POL); Scott, William (POL); [redacted] Altorfer, Eric (POL); [redacted]
Subject: Recommendation 4.1
Date: Tuesday, September 7, 2021 5:21:50 PM

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Dear Acting Captain Altorfer:
Our office has completed its review of the materials related to Recommendation 4.1 that have been submitted to us as part of the collaborative reform process. After reviewing the package and information provided by the Department, the California Department of Justice finds as follows:
Recommendation 4.1:

The SFPD needs to create an electronic use of force reporting system so that data can be captured in real time.
Response to 4.1:
SFPD requires supervisors to complete a Supervisory Use of Force Evaluation Form following any incident involving a reportable use of force. The form must be filled out by a supervisor and submitted up through the chain of command by the end of the supervisor's watch. For more details about this Supervisory Use of Force Evaluation Form, including the categories of information a supervisor must report, please see the package and substantial compliance summary for Recommendation 4.2.
The original Supervisory Use of Force Evaluation Form was a paper form; to be consistent with this recommendation, SFPD consulted with other law enforcement agencies as well as private vendors to determine how to make the Supervisory Use of Force Evaluation Form available electronically. SFPD also reviewed publications from Bureau of Justice Assistance, the Police Executive Research Forum, and the International Association of Chiefs of Police. Based on its research, SFPD determined that integrating its Supervisory Use of Force Evaluation into its existing Crime Data Warehouse (CDW) database would best serve the needs of the Department. SFPD's IT department developed the new electronic Supervisory Use of Force Evaluation form, integrated into the CDW, and then tested the system with frontline supervisors. Based on the feedback of those testers, IT further refined the system. Front line supervisors have been trained on this system and, to support that training, IT has created a manual.
At the time SFPD submitted an addendum to this package, the system was ready to go live pending the Police Commission's approval of a few changes to the Department General Order on use of force (5.01).

Under the new electronic reporting system, data is captured in real time and will likely reduce the number of discrepancies (i.e. missing information) that was found in the paper forms. The CDW is coded in such a way that supervisors cannot move onto the next data field until they

provide all required information in the present data field.
Based on the all of the above, the California Department of Justice finds SFPD in substantial compliance with this recommendation.

Please let us know if you have any questions or would like to discuss this further.

Tanya

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Collaborative Reform Completion Memorandum

Finding #4: The Use of Force Log captures insufficient information about use of force incidents. The SFPD does not have a separate use of force report for personnel to complete after a use of force incident. Rather, the specific articulable facts leading to the force incident are documented in the narrative of a regular incident report form and a paper use of force log, making it difficult to collect accurate and complete data or analyze aggregate use of force data. In addition, it requires staff to manually log the information into the Early Intervention System.

Recommendation #4.1: The SFPD needs to create an electronic use of force reporting system so that data can be captured in real time.

Response Date: 04/27/2021

Executive Summary:

The San Francisco Police Department has researched and explored looking at electronic use of force reporting systems such as IAPro and Benchmark Analytics as a “One-Stop-Shop” over the counter electronic solution for the Early Intervention System (EIS) Unit to capture use of force data.

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Collaborative Reform Completion Memorandum

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Collaborative Reform Completion Memorandum

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Proposed Strategy

On 9-30-20 at approximately 0800 hours, Commander Robert O'Sullivan and Officer Jimmy Tran had a Use of Force recommendation update call with Ms. Tanya Koshy and Mr. Gabriel Martinez from CAL DOJ. During the phone conversation, Cmdr. O'Sullivan and Ofc. Tran updated CAL DOJ that SFPD has reviewed and considered outside vendors for its electronic use of force reporting system but elected not to move forward with any system due to fiscal restraints and the fact the systems were not customizable to the department's needs. Consequently, the department elected to integrate the current Supervisory Use of Force Evaluation form into the Crime Data Warehouse. Crime Data Warehouse serves as the SFPD's record management system. For additional information, please refer to memorandums **(Attachment # 8)** and **(Attachment # 9)**. Integration of the form into Crime Data Warehouse is expected to be completed in April 2021 with the first live use of the form by May 20, 2021. The integration project includes software coding, beta testing, departmental training, and rollout.

In determining contemporary standards, the department reviewed publications of leading researchers and organizations in the profession, including the Bureau of Justice Assistance, the Police Executive Research Forum, and the International Association of Chiefs of Police. Based on our review of these professional standards, and our review of products marketed and available for purchase; we determined that converting our current reporting platform to an electronic, real-time platform, best meets the needs of the department.