

Recommendation 50.1

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Dear Lieutenant Altofer,

Our office has completed its review of the materials related to Recommendation 50.1 that have been submitted to us as part of the collaborative reform process. This package focused on ensuring SFPD officers read and understand the Final Report of the President's Task Force on 21st Century Policing. After reviewing the package and information provided by SFPD, the California Department of Justice finds as follows:

Recommendation 50.1: The SFPD should require all agency personnel to read the Final Report of the President's Task Force on 21st Century Policing.

Response to 50.1: On December 27, 2016, SFPD published Department Bulletin 16-216, "Mandatory Reading Revised." The Bulletin required SFPD officers to read the Department of Justice CRI Assessment and the President's Task Force on 21st Century Policing Report, and suggested officers read other relevant materials. On June 25, 2019, SFPD published San Francisco Bulletin 19-135, "Mandatory Reading Reminder," reminding personnel of their obligation to read the Assessment and Report. On May 12, 2020, SFPD ran an audit of SFPD personnel that had signed off on the Bulletin using the Human Resources Management System, with 99.45% of personnel having signed off.

Based upon all of the above, the Department of Justice finds that SFPD is in substantial compliance with this recommendation. Please let us know if you have any questions or would like to discuss these further. Thank you.

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Finding # 50: The SFPD does not require agency personnel to read the Final Report of the President's Task Force on 21st Century Policing.

Recommendation # 50.1 The SFPD should require all agency personnel to read the Final Report of the President's Task Force on 21st Century Policing.

Response Date: 05/26/20

Executive Summary: After recently being assigned this recommendation, I conducted research on how we initially achieved compliance with this recommendation. A department bulletin was issued late in 2016, DB16-216. This bulletin made it mandatory that all members read the Final Report of the President's Task Force on 21st Century Policing. Members are required to acknowledge and sign off that they received this directive. After discovering this bulletin had expired, I contacted Written Directives and amended the bulletin and asked that it be re-issued to comply with this recommendation. The new bulletin is making its way through our process and will be re-issued. We will also be incorporating this in to our new Department General Order so that the bulletin will not need to be re-issued again.

Compliance Measures:

1) Policy requiring all agency personnel read Task Force Report.

Pursuant to this RFI, in 2019 Hillard Heintze determined SFPD completed compliance measure 1 as part of the department's initial response. Department bulletin 16-216 issued to mandate the reading of the "Final Report of the President's Task Force on 21st Century Policing". Latest audit of this bulletin shows a 99% acknowledgment rate from the members of the San Francisco Police Department. (See Attachment #1)

2) Audit/review to ensure adherence to policy requirements.

The San Francisco Police Department uses HRMS (Human Resource Management System) to send out department bulletins to its members. Members are then to read and confirm receipt of the bulletin in the HRMS. HRMS allows the department to audit and review that members are in compliance.

San Francisco Police Department General Order 2.01 #7 Maintaining Knowledge, states: "Members Shall maintain a working knowledge of all information required for the proper performance of their duties (see DGO 3.01, Written Communication System)". (See Attachment #2) San Francisco Police Department General Order 3.01.12



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Accountability states: "Members are expected to have a working knowledge of all directives as applicable through their respective assignment and comply with their provisions. Retention of paper copies of General Orders or any other directives (Manuals, Bureau Orders, Unit Orders, Bulletins, Notices) are no longer mandated. 1) Members shall utilize the Department's electronic system to acknowledge receipt and review of and electronically sign off all directives within (30) thirty days of issuance. 2) The Commanding Officer or Officer-in-Charge (OIC) or designee of each unit shall conduct periodic audits to confirm that members of their unit reviews and acknowledges all directives by electronically signing for all directives within 30 days of the date of the directive. 3) No proposed policy (such as General Order, Bulletin, Unit Order, Bureau Order, Manual) or other directive outlined in this order shall conflict with approved established policy unless the proposed directive is superseding or amending an existing directive and the proposed policy will be subject to the approval process outlined in this General Order. 4) Commanding Officers of each unit shall ensure that new and amended General Orders and Bulletins that substantively amend a General Order are supplemented with appropriate training and supervision to ensure compliance with the new directive". (See Attachment #3)

San Francisco Police Department Bulletin 15-141 Mandatory Sign-off of Department Issued Documents in HRMS (Human Resource Management System) (See Attachment #4) requires members to electronically acknowledge that they have received and reviewed bulletins posted by the department within 30 days. Members are reminded to be familiar and in compliance with the most current bulletins. Supervisors and training coordinators have access to view the sign off status of members under their command via the SFPD Workforce Administration/ Document Sign Off Inquiry Page and Document Sign Off Reports. Training coordinators shall review the Document Sign Off Inquiry page twice a month for members in their training group to ensure compliance and review of the posted bulletins. Coordinators shall remind members of the pending documents and notify the members Supervisor or Performance Improvement Plan (PIP) Sergeant of non-compliance status. Supervisor or PIP Sergeant will address those non-compliance members in accordance to the Department's Discipline Process.

San Francisco Department Bulletin 19-135 Mandatory Reading Reminder (See attachment #5) was issued on 6/25/2019. The bulletin states members of the San Francisco Police Department must maintain working knowledge and understanding of this DOJ assessment as well as the President's 21st Century Policing Model. By signing off on the Bulletin, members are acknowledging that they have read, understand and have a working knowledge of the President's 21st Century Policing Model. In addition, the SFPD encourages supervisors and captains to continue conversations on the final report of the President's Task force on the 21st Century Policing through roll calls, in service training, and community meetings. Two web site links are on the bulletin to take the member to both reading requirements.

In March of 2020 a roll call training regarding 21st Century Policing (See Attachment #6) was rolled out to the members. It is considered to be one of the subjects for the roll call



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training for 2020. The goal was to provide routine, ongoing roll-call training to promote fair and impartial policing. This training is meant to provide information and a specific topic of discussion (which in this case is 21st Century Policing), that supervisors should use to foster an open dialog with their members during line-up or staff meetings. The five pillars of the roll call training are:

- 1-Building Trust & Legitimacy
- 2-Policy and Oversight
- 3-Technology and Social Media
- 4-Community Policing & Crime Reduction
- 5-Training and Education
- 6-Officer Wellness & Safety

The roll call training document ends stating that Supervisor and Captains are also required to not only participate in this roll call training but to help continue our conversations on 21st Century Policing for years to come.

Attachments:

Attachment 1: SFPD Bulletin 16-216 & Sign Off Audit

Attachment 2: SFPD General Order 2.01

Attachment 3: SFPD General Order 3.01

Attachment 4: SFPD Bulletin 15-141

Attachment 5: SFPD Bulletin 19-135

Attachment 6: SFPD 2020 Roll Call Training