

Fw: Cal DOJ's review of Recommendation 6.3

Bailey, Una (POL) [REDACTED]

Wed 4/22/2020 7:20 AM

[REDACTED]

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**From:** Tanya Koshy [REDACTED]

**Sent:** Tuesday, April 21, 2020 8:41 AM

**To:** McGuire, Catherine (POL) <[REDACTED]>; Scott, William (POL)

[REDACTED]  
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[REDACTED] Bailey, Una (POL) [REDACTED]  
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**Subject:** Cal DOJ's review of Recommendation 6.3

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20-53

Dear Captain Bailey,

Our office has completed its review of the materials related to Recommendation 6.3 that have been submitted to us as part of the collaborative reform process. This package focused on SFPD developing an automated and easily accessible process for training records and data. After reviewing the package and information provided by SFPD, the California Department of Justice finds as follows:

Recommendation 6.3: SFPD training records should be fully automated and training data easily accessible.

Response to 6.3: The San Francisco Police Department uses the People Soft Human Resource Management system to enter training records of officers and employees. The training records for each employee are stored in a searchable electronic database that can be accessed by officers and employees on their department desktops. This allows an officer to see all of the trainings that they have attended during their employment with SFPD. Additionally, each training course is given a unique identifier, making it easy to search for and determine attendance by course.

In December 2019, SFPD published Unit Order 19-02, "Monthly Roll-Call Training & the Periodic Audit of HRMS Training Records for Accuracy." This Order ensures that the Professional Development Unit will randomly audit all training attendance records twice every year to ensure their accuracy. Discrepancies will be corrected and training will be rescheduled as necessary. The audit results and any corrections/remedial actions will be documented in a memorandum to the Commanding Officer of the Training Division.

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.

Tanya

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Hillard Heintze File Review Recommendation # 6.3

<b>Finding # 6</b>	<b>The SFPD has not developed comprehensive formal training specifically related to use of force practices.</b>
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**Recommendation # 6.3** SFPD training records should be fully automated and training data easily accessible.

<b>Recommendation Status</b>	<b>Complete</b>	<b>Partially Complete</b>	<b>In Progress</b>
	<b>Not Started</b>	<b>No Assessment</b>	

**Summary**

The San Francisco Police Department uses the People Soft Human Resource Management system to enter training records of officers and employees. Training records for each employee are stored in a searchable electronic database accessible via desktop and linked to the department's internet. Importantly, each training course is assigned a unique identifier allowing easy identification of the number of times a course was scheduled and who attended the course.

Compliance Measure 1 - PeopleSoft Human Resource Management - enter personnel records

Compliance Measure 2 - Accessible via desktop and searchable

- Officer can search and obtain summary of all records from start of employment
- Unique Course Designator assigned to each course, searchable by course number or name
- Example of search results by course designator (p42 of 317)

Compliance Measure 3 - The San Francisco Police Department has identified and established a practice where the Training Division will, on a bi-annual basis, randomly audit all training attendance records to ensure the training records reflect actual attendance. If discrepancies exist, the discrepancy will be rectified and/or the member will be rescheduled to attend the training, as necessary. A unit order has been drafted to ensure this practice becomes institutionalized.

Compliance Measures	Status/Measure Met
1 Ensure that training records fully automated.	√ Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2 Ensure that training data easily accessible.	√ Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3 Periodic audits of training system for accuracy of records.	√ Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Administrative Issues**

**Compliance Issues**



## DOJ Request For Information (RFI) Sheet

**Recommendation # 6.3** SFPD training records should be fully automated and training data easily accessible.

**Response Date: 9/26/2018**

### Screening Questions:

1) **Has the recommended action occurred?**

Yes.

2) **Does the recommendation require a DGO or other department policy? If not required, is the recommendation supported by a department policy?**

SFPD uses People Soft HRMS (Human Resources Management System) to enter individual job records and training summary information. All SFPD members have access to HRMS through an icon which exists on their desktops

When someone attends a training the trainer confirms that the individual was trained by entering the confirmation into HRMS. For each individual, there is a summary training record of all trainings taken since the start of employment. **See Self Service Tab.**

Please refer to the below documents for additional information.

-SFPD HRMS 9.0 General User's Guide 1.0 GEN

-SFPD HRMS 9.0 General User's Guide 1.0 OFR

-SFPD HRMS 9.0 Supervisor's Edition 1.1

3) **Does the recommendation require training and/or education?**

**2017 Lieutenants Seminar Schedule; 2017 Sergeants Seminar Schedule; HRMS Class Material;**

**HRMS Handout-Logging into MDC; Lieutenants Promotional Sign In; Sergeants Promotional**

**Sign In.**

4) **Does the recommendation require an audit or continuous improvement loop?**

-The recommendation does not require an audit. It is recommended that supervisors in Information Technology continually seek improvement on HRMS per their regular management duties.

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