



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

Individual Recommendation Report Bureau: Field Operations Rec. Number: 34.1 Assigned To Project Manager: James Shields Prepared by: James Shields Priority: High	Reserved For PSPPB Only <input checked="" type="checkbox"/> President's Task Force <input checked="" type="checkbox"/> Blue Ribbon Panel <input checked="" type="checkbox"/> CJTF SF Bar Association <input checked="" type="checkbox"/> Department of Police Accountability <input type="checkbox"/> Civil Grand Jury:
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DOJ Recommendation #: 34.1

The SFPD should prioritize the collection, analysis, and reporting of all nonconsensual stop data, including pedestrian and non-motorized conveyances

DOJ Objective: Bias

Executive Summary:

The Recommendation working group extensive research determined that the eStop data collection for Race and Ethnicity aligns to the California DOJ; SFPD Police Commission; the San Francisco Sheriff Department. Secondly, it was decided that an eSTOP data and its implementation of which the collection of stops data includes "any stop or detention of a pedestrian or person riding a non-motorized conveyance, such as a bicycle, skateboard, or scooter. After beta testing the system, working groups moved forward with the implementation and training of department members

Purpose:

To ensure the collection of stops data include nonconsensual encounter for analysis and reporting regardless if the detained person is a pedestrian using a non-motorized conveyance. Documentation presented below will include, from beginning to end, the eSTOP implementation of which the collection of stops data includes "any stop or detention of a pedestrian or person riding a non-motorized conveyance, such as a bicycle, skateboard, or scooter". On January 3, 2017 the collection of stops data was fully implemented for the San Francisco Police Department.

Policy:

Department Bulletin 16-208, "All members shall receive training before being required to enter data into eStop. Once a member has been trained, the member shall enter *all* stops into the eStop database and discontinue to use the E585 mask." This Department Bulletin supersedes DB 16-168 which mandated E585 entries on all Traffic stops for motor vehicles, bicycles and pedestrians. With the implementation of eSTOP data collection, stops were expanded to include both traffic and non-traffic. Additionally, eSTOP expanded the criteria for stops to include – but not limited to – pedestrian, bicycle and vehicle stops as stated in the November 2016 DB16-208

Audit (if applicable):



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

Department Bulletin, Class A, 16-208 was issued on November 28, 2016. It states, among other things:

“The new eStop program will expand the criteria to include *all* stops, including but not limited to pedestrian, bicycle and vehicle stops.”



DB 16-208 eStop

The above Department Bulletin superseded DB 16-168 dated October 17, 2016. In this superseded Bulletin it makes reference to the upcoming eStop program.



DB 16-168 E585

Cable Teletype broadcasted: The effective date of January 3, 2017 for eStop replaces E585:



eStop Teletype

Training Bulletin signed-off by the SFPD Deputy Chief of the Admin Bureau and SFPD CIO for the eStop Pilot program which preceded the eStop roll-out in December 2016.



Training Bulletin
eStop Pilot Program



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

Below is an outline on how the supporting documentation will be presented for this section of *Supporting Documentation: (Learning Domains, Power points, Lesson Plans, Policies)*. Following this outline will be the documentation in the order of this outline.

DEVELOPMENT:

- Requirements
- Design
- Testing
- Issues Log
- Change Log

MEETINGS:

- eStop Meeting through post Go-Live

NOTE: Some documentation may have eCitation combined with eStop. This is because in the initial stages of development, both eCitation and eStop were discussed due to shared data collection points between the two applications.



DEVELOPMENT:

- Requirements



CA Legislation
AB-953

- - California Legislation Assembly Bill: AB-953 which mandates state and local agencies that employ peace officers to annually report to the Attorney General on all stops.



SF BOS 0166-15

- - San Francisco Local Ordinance 166-15 which mandates quarterly reporting of encounters to the Board of Supervisors (see Sections 96.A.1, 2, 3).



eCitation / eStop
Reqmts

- - Requirements/specifications documented for development in conjunction with eCitation. See Section 4.1.1.12.



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RIPA_2006-07-08

- - Racial and Identity Profiling Advisory (RIPA) Board presentation from July 8, 2016. Note that the Stop Data Regulations (re: slide 14), of January 1, 2017 was postponed.



eStop Work Plan_v1

- - Work Plan starting from September 2016. Also included is a Go-Live Peg List.



eStop Timeline from
2016-08-16

- - High-level timeline on implementing eStop as seen in August 2016.



eStop

- Items-Requirements - Includes issues, requirements and design that have been resolved as well as items for the future.



eStop-AB953

- - Presents all required fields of the eStop application with its list of values. Additionally, each of the fields cites the specific area of the legislation (AB-953 or BOS 166-15) – in row 2. Also note that the text of the cited legislation can be seen via *Excel's comments* (in the northeast corner of each cell in row 2).
- Cellular improvements in the City of San Francisco made by AT&T:
 - AT&T has prepared a map of the city of its 2016 cellular improvements for SFPD. This document is *confidential* and is *not to be shared* with vendors nor with members of the private sectors, nor the public. It is available upon request. The cellular improvements made were in preparation for rolling out the eStop application on the Department-issued Android phones. Of the 89 improvements completed by AT&T, 3 were major.



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- Design



- eCitation / eStop Design

- - Design document based on requirements. See sections 10.3 and Appendix 13.



- Design Decision - Race/Ethnicity.docx

- - Presents the decision-making process in reaching the final list of Race and Ethnicity values that eStop data will collect in order to be used to track and report stop encounters per California Assembly Bill 953 and SF Board of Supervisors Ordinance 166-15.



- Design Decision - Android access path

- - Presents the decision-making process in reaching the decision that the access path to the eStop application on the Android phone will be through the SFPD Mobile wrapper.



- Design Decision - Accessing on Desktop

- - Presents the decision-making process on how eStop will be accessed via the SFPD Desktop Computer.

- Testing



- VPN connection lost - Testing

- - Instructions on testing for VPN connection lost when both eStop (VPN) and Axon View (Wi-Fi) are both being used on the Android phone.



- Android OS 6.0.1 test results

- - Results from testing VPN connection lost with Android OS 6.0.1.



- Android OS 5.1.1 test results

- - Results from testing VPN connection lost with Android OS 5.1.1.



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- Issues Log



Issues Log_eStop

- - Presents a detailed account (chronologically) for each issue from when the issue was identified to resolution.

- Change Log



eStopChangeLog_2
017-02-02

- - Presents a log of eStop changes to the Development, Test, and Production instances.

MEETINGS:

- eStop Meetings through post Go-Live



2016, 2017 eStop
Meetings

- - Includes over 25 meeting minutes as well as its agendas.



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

Below is an outline on how the supporting documentation will be presented for this section of *Implementation, training & records (How to prove we did what we said?)*. Following this outline will be the documentation in the order of this outline.

PILOT FOR SOUTHERN STATION:

- Training
- Feedback
- Evaluation
- Status Communication
- Audit

ROLL-OUT FOR JANUARY 3, 2017 GO-LIVE:

- Training
- Status Communication
- Reporting
- Audit

PILOT FOR SOUTHERN STATION:

- Training



eStop Training Manual for Pilot

- - PowerPoint used for member training of piloting eStop.



eStop Sign In

- - Sign-in sheet that was used for members who were being trained. Afterwards, the names on the each sign-in sheet would be entered into HRMS which serves as the official record on who was trained for eStop.

- Feedback



eStop Survey Monkey

- - Survey Monkey sent out to 75 trained members at the Southern Station.



Raw Feedback - eStop Pilot

- - Raw feedback of the 20 responses received.



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- eStop Metrics on Feedback - Pilot - Metrics summarizing the above raw feedback of 20 responses from the Pilot.

- Evaluation



- Exit Criteria for eStop Go-Live - Exit criteria from the Pilot that was met in order to move forward with the Roll-out of eStop.

- Status Communication



- Communication on end-of-Pilot - E-mail from eStop Project Manager to Captain Daryl Fong (Southern Station Captain) on the conclusion of the eStop Pilot and the start of the Roll-out for Go-Live.

- Audit



- eStop Entries - Southern Pilot - Graph on the number of daily eStop entries during Pilot at Southern Station.



- eStop Pilot Training - Members trained at the Southern Station for Pilot.



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ROLL-OUT FOR JANUARY 3, 2017 GO-LIVE:



eStop Roll-out Plan

- - The eStop Roll-out Plan was based on exiting a 5-week Pilot near the end of November 2016. Train-the-Trainers would take place the last week of November 2016 and immediately follow with member training at each of the locations in December 2016. As members were trained, they would discontinue the use of E585. The original date of January 1, 2017 for Go-Live was moved to January 3rd (2 days later) to ensure there was adequate Tech Support should any problem arise. This Go-Live date of January 3, 2017 meant that E585 would no longer be accessible and that all stops data would be performed via eStop.

• Training



eStop Training for
Roll-out of Go-Live

- - Training manual for eStop used in all training sessions: Both Train-the-Trainer and member training.



eStop Sign In

- - (Same as the one used for Pilot training.) Sign-in sheet that was used for members who were being trained. Afterwards, the names on the each sign-in sheet would be entered into HRMS which serves as the official record on who was trained for eStop.



eStop

- Train-the-Trainers - A tracker on members who were trained as Train-the-Trainers from 11/3/2016 – 12/15/2016. A by-unit summarization is also included in the spreadsheet.

• Status Communication



eStop Roll-out
e-mail

- - E-mail to Command Staff on the upcoming training for Train-the-Trainers for eStop.



eStop

- Train-the-Trainer sta - Interim status to Command Staff on Train-the-Trainer status. The e-mail thread provides a history of updates from November 29 – December 12, 2016. Train-the-Trainer sessions began on November 28.



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- Reporting



Stops January 2017
- DRAFT

- - DRAFT on eStop metrics from officers' stops data collection in the month of January 2017. Includes stops by Contact Type (slide 10).

- Audit



Dec 2016 eStop
entries - PROD

- - Graphs on the number of daily eStop entries during member training in December 2016.



eStop Audit Report
- Trained Members

- - Audit report on all sworn members, showing the dates of eStop training based on signatures from the eStop sign-in sheet. Training completion for eStop includes both Train-the-Trainers (Course SF230T) and member training (Course SF230).



eStop
Audit_2017-02-09

- - Report on members who have not made an eStop entry as of February 9, 2017. Report includes all members regardless of assignment, whether it be District Station, the Academy, on medical or administrative duties, etc.



2017-02-17 Audit
E-mails

- - E-mails sent to Captains of 10 District Stations and the Traffic Co. on assigned members who have not written an eStop as of 2/9/2017. Note that members in each of the lists include those who could be on medical, administrative duties, etc.



E585 entries 2016 vs
2017

- - The purpose of comparing Traffic stops in 2016 (based on Level II E585 + Crossroads E585) with eStop Traffic stops in 2017 is to validate that there is not a notable or significant difference methods of collecting Traffic stops data. That is, that eStop Traffic stops is within the average range of the system that was replaced – E585. Since there was no previous data collection for *non-Traffic* stops, no comparison was possible.