

# Memorandum

San Francisco Police Department



**To:** Acting Captain William Braconi #2246  
Commanding Officer  
Risk Management

**From:** Sergeant Stacy Youngblood #1211  
EIS Unit - Legal Division

**Date:** Tuesday, March 07, 2017

**Subject:** Posting of Monthly Use of Force Data

APPROVED YES NO  
LT. KATHRYN WAALAND #1361

A/C Lt. W. Braconi #2246

Cmdr. Peter D. Walsh #2087

The Risk Management Office (RMO) is responsible for the input of all use of force data into the Administrative Investigation Management (AIM) software program on a daily basis.

RMO currently disseminates all Use of Force reports to all units that are mandated to analyze and report these statistics. Per revised DGO 5.01 (VII. C. 6), SFPD will post to its website on a monthly basis the use of force data which includes:

- A. The type of force
- B. The types and degree of injury to suspect and officer
- C. Date and time
- D. Location of the incident
- E. Officer's unit
- F. District station where the use of force occurred
- G. Officer's assignment
- H. Number of officers using force in the incident
- I. Officer's activity when force was used
- J. Subject's activity requiring the officer to use force.
- K. Officer's demographics
- L. Suspect's demographics

The EIS Unit has worked with the vendor On Target Performance System (OTPS) which provides the AIM software to SFPD in order to provide a report with the above listed statistics.

The Media Relations Unit has provided a Unit Order stating that they will post the Use of Force data collected from RMO to the SFPD's website on a monthly basis.

Attached for approval is a draft Use of Force details summary which will be provided to Media Relations for posting on a monthly basis. It should be noted that the employee number and subject number on the report are randomly assigned numbers within AIM to provide tracking by the RMO office but keep all personnel information anonymous.

**Attachments:**

Use of Force Monthly Details Summary  
Media Relations Unit Order 16-01  
Media Relations Unit Order 16-02  
DGO 5.01 (VII. C. 6 - Highlighted)