

Q2 & Q3 2019 SUMMARY

BULLETINS & NOTICES ISSUED: 122 Total

19-052, 19-070 to 19-194

- Bulletins 119
- Notices 3

SIGNIFICANT BULLETINS ISSUED:

- **A 19-052** (4/9/19) – ***Department Issued Ballistic Helmets***; In an effort to maintain the highest standards of officers' safety, the Department will begin to issue a Level IIIA ballistic helmet with a protective face shield to all Department members.
- **A 19-074** (4/2/19) – ***Use of Service and Support Animals by Persons with Disabilities***; This bulletin provides legal background and procedures to follow when handling calls involving service animals.
- **A 19-079** (4/16/19) – ***Potentially Contaminated Vehicle Protocols***; Members are reminded of the possibility of exposure to potentially infectious diseases when transporting arrestees in police vehicles.
- **A 19-080** (4/16/19) – ***Legal Enforcement Options for addressing Lodging and Illegal Encampments***; Depending on the circumstances, an individual lodging on City streets or sidewalks may have violated laws that officers have authority to enforce, such as criminal nuisance, the City's sit-lie ordinance, laws regarding obstruction of the sidewalk, or Penal Code Section 647(e) prohibiting lodging in a place where one has no right to be.
- **A 19-082** (4/16/19) – ***San Francisco Ethic Commission SFPD "Statement of Incompatible Activities"***; This document is intended to provide guidance to SFPD members about the kinds of activities that are incompatible with their public duties and are therefore prohibited.
- **A 19-084** (4/16/19) – ***Procedure for Reporting Stolen, Lost, and Recovered Stolen/Lost Firearms***; The purpose of this bulletin is to establish protocol for members when reporting a stolen, lost, or recovered firearm to the Department of Operations Center (DOC).
- **A 19-085** (4/22/19) – ***CSI Evidence Lockers***; Upon determining that CSI processing of evidence is required, officers shall collect and store the evidence in the CSI locker and notify the Crime Scene Investigative Unit at (415) 553-1506.
- **A 19-091** (5/10/19) – ***Release of Police Reports under CA Family Code 6228-New Forms***; The purpose of this bulletin is to announce the release of new forms to comply with CA Family Code §6228 provisions listed in Department General Order 3.16, *Release of Police Reports*, adopted by the Police Commission on December 12, 2018.

- **A 19-092** (6/13/19) – ***Investigative Services Detail, Internal Affairs- Criminal Unit Name Change and Responsibilities***; Internal Affairs — Criminal (IA-Crim) is now the **Investigative Services Detail (ISD)**. ISD will be responsible for the duties previously assigned to Homicide or IA-Criminal.
- **A 19-094** (4/29/19) – ***Delivery of Incident , Coplogic and Collision Reports to the Crime Information Services Unit***; Department members shall send completed reports (incident, collision and Coplogic) with printed copies of all attachments to the Crime Information Services Unit (CISU).
- **A 19-096** (5/1/19) – ***Responsibility for Civilians to Adhere to General Orders***; Non-sworn members shall maintain personal copies of Department General Orders that apply to their assignment. Non-sworn members shall have a working knowledge of those Department General Orders and shall comply with their provisions.
- **A 19-098** (5/3/19) – ***The San Francisco Police Department Strategic Plan 1.0- Improve Responsiveness and Measure & Communicate***; The Department continues the rollout of the Strategic Plan 1.0 — a plan that provides a vision and promise of what we, as a department, aspire to become.
- **A 19-100** (5/9/19) – ***New Training Division Unit- Field Tactics/Force options***; This unit will provide training oversight, consistency, and guidance with respect to the application of field tactics and force options by sworn members during encounters with suspects.
- **A 19-101** (6/11/19) – ***Outside Agency Courtesy Reports***; Members are required to have a valid incident report number to generate an incident report in Crime Data Warehouse (CDW). When preparing an Outside Agency/Courtesy Report in CDW, members shall request an incident number through dispatch.
- **A 19-105** (5/13/19) – ***Updated Incident Log Form***; This bulletin updates Department policy on documenting personnel at crime scenes and serious incidents, and replaces the Crime Scene Log form (SFPD 28) with the Incident Log form (SFPD 28A) and the Incident Log continuation form (SFPD 28B).
- **A 19-106** (5/13/19) – ***Clarifying Issues between Dispatch and Patrol***; Members of the SFPD and the Division of Emergency Communications (DEC) have been meeting to discuss ways to enhance the effectiveness of our service to the community. This bulletin documents the results of those discussions, clarifies roles, prioritizes service and reviews agreed-upon procedures.
- **A 19-107** (5/13/19) – ***Body Worn Camera: Prohibited Use During Administrative Interviews***; The purpose of this bulletin is to clarify members' obligations regarding the use of Department-issued body worn cameras ("BWC") during administrative interviews with the Internal Affairs Division or the Department of Police Accountability.
- **A 19-108** (5/13/19) – ***Everbridge Notification System and Outside Agency Responses to Critical Incidents***; Everbridge is a computer-generated, cloud-based system that allows simultaneous, group, emergency and incident-specific informational notifications via text, email, and phone. The City already uses Everbridge for public works and school district emergency notifications, and will use this system to recall Disaster Service Workers in the event of a major incident.

- **A 19-109** (5/13/19) – **Mandated Reporters**; California law designates certain people in various professions as a "mandated reporter."
- **A 19-110** (5/13/19) – **Report Writing for Community Police Service Aides (PSA)**; To ensure uniformity at District Stations (not including the Airport), certain counter reports may be taken by PSAs.
- **A 19-115** (5/15/19) – **Missing Persons Assignment Criteria**; When an officer becomes aware of a report of a missing person (including telephonic reports) or an at-risk missing person (including "runaways"), the officer accepting the report **shall** notify the Department Operations Center (DOC) at (415) 553-1071 **as soon as practical** to ensure the SFPD complies with Department of Justice (DOJ) reporting requirements.
- **A 19-116 (Amends DB 05-107)** (5/15/19) – **Rebooking Packet for Misdemeanor Arrest and Cite Reports**; When an officer becomes aware of a report of a missing person (including telephonic reports) or an at-risk missing person (including "runaways"), the officer accepting the report **shall** notify the Department Operations Center (DOC) at (415) 553-1071 **as soon as practical** to ensure the SFPD complies with Department of Justice (DOJ) reporting requirements.
- **A 19-117** (5/15/19) – **Requests for Service**; Procedures for officers in-field, at District Station, hospital, or counter report.
- **A 19-118** (5/15/19) – **Training Video regarding Cross Reports between the San Francisco Police Department and Family and Children Services**; The goal of the video is to educate officers in the protocols on when and how to contact Family and Children Services on incidents involving children.
- **A 19-120** (5/15/19) – **SFPD Collaborative Reform Initiative Update - Addedendum**; The Department's Collaborative Reform Initiative, launched in 2016, and has been instrumental in improving our department. As work continues, I wanted to remind the department of the responsibilities and authorities I've delegated to our Executive Sponsors, who are leading the implementation of many of the recommendations made by the initiative.
- **A 19-121** (6/1/19) – **Notice of Correction and Proof of Service Form TR-100**; When a member recognizes that a traffic infraction citation they have issued is incomplete or contains a mistake, members shall use Judicial Council of California Form TR-100, "Notice of Correction and Proof of Service."
- **A 19-122** (6/3/19) – **Department General Order 2.04 "Complaints Against Officers" Update Packet #60**; This order outlines the policies and procedures for receiving, investigating and processing complaints against officers. It also describes the Department of Police Accountability ("DPA") investigative procedures and findings.
- **A 19-124** (6/6/19) – **Reserve Officer Manual DM 25**; The Department has developed a Reserve Officer Manual (DM 25) in order for Department members to be aware of the specific policies and procedures related to Reserve Officers.

- **A 19-126** (6/10/19) – **Required Elements in Use of Force Incident Reports**; Per DGO 5.01,VII,B,1, "Any reportable use of force shall be documented in detail in an incident report, supplemental incident report or statement form. Descriptions shall be in clear, precise and plain language and shall be as specific as possible.
- **A 19-128** (6/10/19) – **Gunshot Residue Collection**; The purpose of this Bulletin is to remind members about the policies and procedures for the collection of gunshot residue (GSR) samples and GSR analysis at the Crime Laboratory.
- **A 19-129** (6/10/19) – **U-Visa Protocol for Assisting Immigrant Victims of Crime**; When members encounter an immigrant who is a victim of a qualifying crime, explain the U-Visa application process and refer him/her to the Special Victims Unit (SVU), 850 Bryant Street, Room 500.
- **A 19-130** (6/10/19) – **Reporting Requirement for Health Care Providers when Encountering Patients with Suspicious Injuries**; The purpose of this Bulletin is to ensure members understand the protocols mandated to health care providers when encountering patients with suspicious injuries.
- **A 19-136** (6/25/19) – **Consent Searches of Private Residences**; This Department Bulletin provides information and guidance to members conducting investigations during which members enter a suspect's residence or domicile to conduct a consent search of the location.
- **A 19-137** (7/8/19) – **Community Police Advisory Board (CPAB) Manual DB 24**; The Department has developed a Community Police Advisory Board (CP AB) manual (DM 24) in order to provide specific and standardized policy and procedures related to CPAB activity for the District Captains and Department Members assigned to District Stations.
- **A 19-138** (7/1/19) – **Arrests Involving Firearms**; The purpose of this bulletin is to provide guidelines for arrests of individuals possessing firearms.
- **A 19-140** (7/1/19) – **Booking Recording Device Evidence and Written Statements**; Members shall book recordings (original surveillance or footage recorded with a department cell phone) as evidence and document their actions in the narrative of the incident report.
- **A 19-141** (7/1/19) – **Work-Related Injuries, Illness Reports and Medical Treatment Locations**; All work-related injuries and illnesses requiring medical attention shall be reported to the Medical Liaison Unit. The required forms, which are available on SFPD computers, must be completed whenever professional medical care is necessary for an occupational injury or illness, toxic/infectious exposure, or needle stick.
- **A 19-142** (7/2/19) – **Emergency Response and Pursuit Driving Reporting Update**; Pursuant to and consistent with Penal Code Section 13519.8, Vehicle Code Section 17004.7, and the guidelines established in POST Regulation 1081(a) (22), the Department will train its officers annually in emergency response and pursuit driving.

- **A 19-143** (7/2/19) – **Retiring Members Uniform Equipment Turn-In SFOD Form 549**; When a member separates from the Department, the Uniform Equipment Turn-In Form SFPD 549A/549B, shall be used to document the return of specific uniform/equipment items that belong to the Department.
- **A 19-144** (7/2/19) – **DUI Telephonic Search Warrant Procedures**; In an effort to efficiently process DUI Search Warrants, members should adhere to the DUI Telephonic Search Warrant Procedures, which are attached to this Department Bulletin.
- **A 19-146** (7/3/19) – **Policy and Procedure for Submitting a Crime Laboratory Request Form (SFPD 64e)**; The purpose of this bulletin is to introduce the policy and procedure for submitting a Crime Laboratory Request Form (**SFPD 64e**) to the Crime Laboratory.
- **A 19-148** (7/12/19) – **APBnet-Law Enforcement Alert System**; The APBnet Law Enforcement Alert System is utilized on a daily basis by law enforcement agencies to distribute alerts and bulletins on a variety of incidents and investigations.
- **A 19-152** (7/18/19) – **Monthly Roll-Call Training**; It is the goal of the San Francisco Police Department to provide routine on-going required roll call training requirements for all members of the Department.
- **A 19-153** (7/12/19) – **Public Records on Personal Electronic Devices**; The work members perform for the City on personal computers or other personal communications devices may be subject to disclosure under the public records laws.
- **A 19-154** (7/12/19) – **Sending Arrest Reports to the O.R. Project**; Effective immediately, members shall fax or email approved copies of all felony and misdemeanor arrest (booked misdemeanor) reports to the O.R. Project regardless of the time of day. Every person booked into the San Francisco County Jail for an on-view charge (either felony or misdemeanor), must have their case reviewed by a judge within 48 hours of arrest.
- **A 19-156** (7/17/19) – **Mandatory Sign-off of Department Issued Documents in HRMS, Human Resources Management System**; All members of the San Francisco Police Department are required to electronically acknowledge receipt and review of Department issued documents in HRMS.
- **A 19-159** (7/17/19) – **Transporting Persons Who Use Mobility Devices**; This bulletin provides direction for members making *custodial arrests* of people who use mobility devices.
- **A 19-160** (7/29/19) – **CLETS-Protecting Sensitive Criminal Justice Information**; Members shall not attach CLETS-related documents (e.g., CII, SFRAP, DMV, CDL's or Cal Photo) to submitted incident reports produced in the Crime Data Warehouse or any other Department approved reporting system.
- **A 19-161** (7/29/19) – **Civil Warrant of Body Attachment (Bench Warrant)**; The purpose of this Bulletin is to outline steps officers should follow when a Civil Court issues a "Bench Warrant."

- **A 19-162** (7/29/19) – **Overtime Rules and Reporting**; The purpose of this Department Bulletin is to provide members with a summary of Department's overtime rules and reporting.
- **A 19-163** (7/30/19) – **Monitoring Overtime New Accounting Codes in HRMS for 2019-2020**; The use of the following overtime codes requires the supervisor or timekeeper to enter the corresponding event code into HRMS.
- **A 19-169** (8/9/19) – **Off-Duty Concealed Carry Prohibited at Chase Center**; Off-duty law enforcement officers who do not have an authorized, working, event-day function, will be banned from bringing weapons into Chase Center. No firearms will be allowed into Chase Center except for those carried by law enforcement officers working in a pre-approved event-day capacity and assigned to the event.
- **A 19-171** (8/14/19) – **Retention Pay Premium Effective July 1, 2020**; Employees who possess an intermediate POST certificate or higher and have completed the requisite years of service as a sworn member of the Department or Airport Bureau shall receive the following retention pay
- **A 19-174** (8/26/19) – **Assembly Bill 748: the Release of Audio or Video Recordings of a Critical Incident**; The purpose of this bulletin is to inform members about Assembly Bill (AB) 748, which amends existing law related to the release of video or audio recordings regarding a critical incident.
- **A 19-176** (8/27/19) – **Enforcement of Immigration Laws**; This bulletin supersedes DB 19-029, adding information regarding the use of California Databases for immigration enforcement purposes.
- **A 19-178** (8/27/19) – **Obtaining a Public Safety Statement**; A Public Safety Statement is information obtained by a supervisor at an officer-involved shooting, using questions intended to determine existing threats to public safety and identify transitory evidence that must be preserved.
- **A 19-179** (8/30/19) – **Department General Order 3.01 "Written Communication System" Update Packet #61**; The purpose of this bulletin is to announce the REVISION of Department General Order 3.01, *Written Communication System*, adopted by the Police Commission on August 7, 2019.
- **A 19-181** (8/30/19) – **Language Service Information Cards**; To provide additional guidelines to all police personnel when communicating with LEP (Limited English Proficiency) individuals, the department developed a Language Services Information Card in the following languages: Chinese, Spanish, Tagalog, Vietnamese and Russian.
- **A 19-182** (8/30/19) – **Procedure for Booking "CONREP" Arrestees**; The purpose of this bulletin is to establish guidelines for the custody and transportation of these individuals when the offender is in crisis and/or is a threat to others.
- **A 19-185** (9/4/19) – **DPA Complaint Log**; SFPD Form 599 has been created to track complaints received at District Stations from members of the public against on duty SFPD officers (DGO 2.04).

DGO's ISSUED in Q2 & Q3:

- Revised DGO 2.04 "Complaints Against Officers"
- Revised DGO 3.01 "Written Communication System"

DGO'S IN PROGRESS:

Deaf & Hard of Hearing (*Working group: Samara Marion (DPA), Penny Si (ADA Coordinator), Insp. Flores & Jessica Flores*) – Finished concurrence within SFPD. POA and DPA reviewed and provided their recommendations. Currently under review by Cal DOJ.

It is SFPD's policy that members, in the course of their official duties when encountering a Deaf or hard of hearing individual, shall provide free of charge a qualified interpreter or appropriate auxiliary aids to ensure effective communication.

DGO 3.06 Residence Certification (*Ben Houston*) – Calendared for August 7, 2019

Delineates the procedures for members to inform the Department whenever they change their residence address, tax status, or personal information. Revisions include updating information in Employee Portal.

DGO 3.09 Department Awards (*Sgt. Rachael Kilshaw, Commissioner Mazzucco, DCA Alicia Cabrera*) – Tabled for future meeting.

Defines the criteria for formal awards given to sworn officers from Gold Medals down to Captains Complimentary Awards.

DGO 5.03 Investigative Detentions – Under revision

This order establishes policies and procedures regarding investigative detentions.

DGO 5.15 Enforcement of Immigration Laws (*Sgt. Rachael Kilshaw*) – Feb. 2018 Sent to DHR to start meet & confer with the POA.

To establish policies regarding the San Francisco Police Department's role in the enforcement of immigration laws and cooperation with U.S. Immigration and Customs Enforcement ("ICE"), U.S. Customs and Border Protection ("CBP") or successor agencies whose role is to enforce immigration laws, in conformity with state and federal laws and San Francisco Administrative Code Chapters 12H and 12I.

DGO 5.17 Prohibiting Biased Policing (*Samara Marion, Lt. Dorantes, Ofc. Ahern, AC Chaplin*) – Under revision.

Outlines the Department's commitment to treat all people with dignity, fairness, and respect.

DGO 6.03 Underwater Diving Operations (*Captain Christopher Pedrini and Lt. Jason Sawyer*) – Started concurrences

Establish protocols for conducting underwater operations. It is the intention of this order to establish guidelines rather than to detail the procedures for every conceivable dive operation.

DGO 10.02 Equipment (*Lt. Georgia Sawyer*) – *Reviewed by Chief Scott, waiting for Commission.*

Specifies required equipment and optional equipment for uniformed and non-uniformed officers.

DGO 10.08 Use of Electronic Resources (*Amanath Ali*) – *Tabled for future meeting. Sent back to Amanath (SME) for revisions.*

This order establishes policies and procedures governing the use of computers and the confidentiality of computer data.

DGO 11.07 Discrimination/Harassment (*Samara Marion, Lt. Dorantes, Ofc. Ahern, AC Chaplin*) – *Under revision*

This Order establishes the Department's policy prohibiting discrimination, harassment, and retaliation. This order applies to all members, sworn and civilian.

DGO 11.10 Physical Fitness Evaluation Program (*Staff Services*) – *2/13 Approved by Police Commission to move forward with meet & confer.*

Establishes policy for the implementation of a Physical Fitness and Wellness Evaluation Program administered by the Department Physical Fitness Coordinator.