To: Captain Mark Cota #1335
Commanding Officer
Risk Management Division

From: Lieutenant R. Andrew Cox #287
Legal Division

Date: Friday, April 24, 2020

Subject: DPA Document Protocol Quarterly Report - 1st Quarter 2020

Issue:

Below is a compilation of statistical data regarding the San Francisco Police Department's provision of documents to the Department of Police Accountability from the time period of 01/01/2020 – 03/31/2020 (1st Quarter).

Discussion:

The following report is offered in accordance with Section VII of the Protocol between the Department of Police Accountability and the San Francisco Police Department regarding responding to written requests for documents.

Routine requests for documents received at bureaus, divisions, units, stations, and details were not logged in formally at the Legal Division. However, copies of the requests received are kept in a monthly file.

I. The number of DPA written requests received at the Legal Division for documents within each category (Routine, Non-Routine, and Juvenile);
   a. Juvenile 0
   b. Non-Routine 105
   c. Routine 243
   Total 348

II. The number of requests within each category for which there was a timely production;
   a. Juvenile 0
   b. Non-Routine 82
   c. Routine 217
   Total 299
III. The number of requests within each category for which there was a timely notification of an extension or time for production;
   a. Juvenile 0
   b. Non-Routine 9
   c. Routine 2
   Total 11

IV. The number of requests within each category for which there was an untimely notification of an extension of time for production;
   a. Juvenile 0
   b. Non-Routine 0
   c. Routine 0
   Total 0

V. The number of requests within each category for which there was a late production;
   a. Juvenile 0
   b. Non-Routine 5
   c. Routine 10
   Total 15

VI. The number of requests within each category for which there was a denial or a partial denial of disclosure and the legal/factual basis therefore;
   a. Juvenile 0
   b. Non-Routine 0
   c. Routine 0
   Total 0

VII. The status of any non-routine request(s) that remain pending at the close of the reporting period of for which there is a dispute between the Department and DPA;
   a. Juvenile 0
   b. Non-Routine 0
   c. Routine 0
   Total 0

VIII. The status of any request(s) that remain pending at the close of the reporting period;
   a. Juvenile 0
   b. Non-Routine 9
   c. Routine 14
   Total 23

IX. Recommendations, if any, for improvements to this protocol and the procedures used to ensure timely responses by the Department and to
DPA requests for documents and other materials, and for the effective use of SFPD staff and resources in responding thereto;

No recommendations at this time

Conclusion:
This report satisfies the reporting requirements under section VII of the SFPD/DPA Document Protocol.

Recommendation:
Please review and forward to The San Francisco Police Commission.

Attachments:
1st Quarter 2020 DPA/SFPD Application print out.