San Francisco Police Department

GENERAL ORDER

3.01

DEPARTMENT WRITTEN COMMUNICATION SYSTEM DIRECTIVES

3.01.01 PURPOSE
This General Order describes the different types of written directives mandated by the San Francisco Police Department (Department). It establishes a development process for the creation, evaluation, approval, and maintenance of written directives within the Department and delineates responsibilities for the written directives process. The Department’s Written Directives Unit (WDU) shall be responsible for facilitating and publishing written directives covered in this general order.

3.01.02 POLICY
Policies provide a guide to Members and ensure consistency with the vision, mission, and goals of the Department. It is the Department’s policy to provide the highest level of service to all community members. The Department shall issue written directives that encompass best practices and ensure the rights of individuals as defined in the United States Constitution, federal, state, and local laws.

3.01.03 This General Order describes the different types of written directives outlined below:

DEFINITIONS & TERMS

<table>
<thead>
<tr>
<th>WRITTEN DIRECTIVE</th>
<th>DESCRIPTION</th>
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| A. DEPARTMENT GENERAL ORDERS (“DGO”) | • The Department's most authoritative and permanent directives, established, revised.  
• A guiding policy used to set the direction of the organization that is consistent with legal requirements and the overall objectives of the City and County.  
• Include definitions and procedural outlines relevant to, and enforceable upon, the entire Department.  
• Per SF Charter Section 4.102 these polices are set and adopted by the Police Commission after a public hearing for the overall administration and management of the Department and the general conduct of all members.  
• Establishes policies for uniform enforcement of laws and outlines the procedures to be followed in  
• the delivery of service to the community |

Page 1 of 11
<table>
<thead>
<tr>
<th><strong>3.01.05</strong> MANUALS</th>
<th>A document that details protocols and procedures of SFPD daily operations.</th>
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<tr>
<td></td>
<td>Pertains to the entire Department unless narrower applicability is specifically noted in the body of the Manual.</td>
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<td>Shall comply with related Police Commission-adopted DGOs.</td>
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<td>Updated no later than every five (5) years.</td>
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<tr>
<th><strong>3.01.06 DEPARTMENT MANUALS NOTICES (&quot;DN&quot;)</strong></th>
<th>Contains internal policies, procedures and directives on a specific topic requiring approval of the Police Commission.</th>
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<tr>
<td></td>
<td>Pertains only to the personnel assigned to the affected bureau, division or unit.</td>
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<td>Designed to provide a method of issuing permanent written orders and instructions and for implementing verbal instructions from supervisors.</td>
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<td>Department-wide announcements regarding administrative matters, legal updates, or policy or operational changes that are immediately effective.</td>
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<td>However, DNs that are within the scope of representation are effective upon the completion of the meet-and-confer process.</td>
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<td>If a DN pertains to a DGO, the DGO shall be updated with the contents of the DN during the designated DGO revision timelines.</td>
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<td>DN’s shall not be used to amend, substantively change, or contradict DGOs.</td>
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<td>There shall be a designated expiration date not to exceed three (3) years.</td>
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<tr>
<th><strong>3.01.07 BUREAU ORDERS</strong></th>
<th>Directives that apply to specific operations within their specific bureaus issued by the Deputy Chief of the bureau affected.</th>
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<tr>
<td></td>
<td>Updates determined by the Deputy Chief, no longer than every five (5) years.</td>
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<tr>
<th><strong>3.01.08 UNIT ORDER ORDERS</strong></th>
<th>Directives that apply to specific unit operations issued by the Commanding Officer or Officer-in-Charge of the unit.</th>
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<tbody>
<tr>
<td></td>
<td>Unit protocols and procedures that ensure consistency in practice and advancement of organizational goals.</td>
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<td></td>
<td>Updates determined by Officer-in-Charge, no longer than every five (5) years.</td>
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</tbody>
</table>

| **E. DEPARTMENT BULLETINS** | Contain directives and legal updates and are issued Department-wide |

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<thead>
<tr>
<th><strong>3.01.09 DEPARTMENT NOTICES FORMS</strong></th>
<th>May include information on procedural changes, training, special events, deployments, general information, and messages from the Chief of Police.</th>
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<tr>
<td></td>
<td>Forms standardize the communication of information relevant to Department operations.</td>
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<td></td>
<td>Forms may be for internal or external use.</td>
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<td>Updated as needed.</td>
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</table>
A. General Order Review List. This document provides an annual plan for the regular review of Department General Orders (DGOs). The list is proposed by the Chief of Police and approved by the Police Commission President. Deviations from the list may be necessary to respond to California Department of Justice recommendations, community concerns, and public safety priorities. require approval of the Police Commission President.

The DGO revision process will be completed routinely in accordance with a tiered system. General Orders will be designated as follows:

- “Tier 1” are high priority shall be reviewed annually and updated as necessary.
- “Tier 2” are medium priority shall be reviewed every three (3) years and updated as necessary.
- “Tier 3” are lowest priority and shall be reviewed every (5) years and updated as necessary.

B. Recommendation Grid. A spreadsheet that tracks the review process and work of the team tasked to update a specific DGO. At a minimum, the spreadsheet should list suggested edits and include fields for detailing each edit, date received, Departmental responses and explanations, and whether the edit has been addressed or is the subject of ongoing discussion. Recommendation grids may be submitted by DPA, an SFPD Community Policy Working Group, or other external individuals/organizations involved in the production of a Written Directive.

C. Community Policy Working Group; Working Group List. SFPD Community Policy Working Groups are convened by the Department to gather input from community members about specific Written Directives, usually General Orders or Department Manuals. After the issuance of the annual Department General Order Review List as described in 3.01.03.A, the Police Commission, at a public meeting where it solicits input from the Department and DPA, determines which DGOs from the list will require community feedback. The Department will convene the working group unless the Commission elects to convene independently. The Department may hold working groups aside from those mandated by the Police Commission.

D. Drafts:

1. SME Draft. The initial draft as developed in Stage I of the DGO development process, or in the initial phase of Manual development. Developed in advance of Community Policy Working Group input.

2. Concurrence Draft. A more developed version of a SME draft developed in Stage II of the DGO development process, this draft incorporates working group feedback and all DPA recommendations. This draft is considered in concurrence.

Commission Submission Draft. The final, post-concurrence draft of a new or amended DGO that has been approved by the Chief of Police. In addition to a comparison version outlining changes from the original, the Commission Submission Draft must also be accompanied by completed recommendation grids from DPA, community policy working groups, members of the public and Department through the thirty (30) day public review process, and any other stakeholders involved in the drafting process.
E. Business Days. Timelines in this document are stated in business days, defined as weekdays, not including federal and city holidays.

3.01.04 DEPARTMENT GENERAL ORDERS

General Orders DGOs remain in effect until amended, superseded, or rescinded by the Police Commission. On an annual basis, the Police Commission shall determine which General Order(s) are subject to SFPD Community Policy Working Groups as described in 3.01.04.

A. INITIATION AND AMPMENDMENT OF GENERAL ORDERS

A DGO may be initiated or amended under the following circumstances:

1. At the direction of the Police Commission as a whole or the President of the Commission, acting independently or through an assigned Commissioner.
2. At the recommendation of DPA through the Police Commission. DPA shall give the Chief of Police ten (10) business day notice before submitting a proposed DGO to the Police Commission.
3. At the recommendation of the DPA through the Chief of Police if relating to the Serious Incident Review Board, Firearm Discharge Review Board or Disciplinary Review Board.
4. At the direction of the Chief of Police:
   a) When an SFPD member or professional staff requests a new General Order or identifies the need for an amendment and submits the recommendation on a memorandum to their Commanding Officer. The memo, regardless of Commanding Officer approval, shall be forwarded to the Chief of Police for review.
   b) When required based on changes in the law, training, based on stakeholder feedback, emerging trends, academic research, or other criteria that justifies policy changes.
   c) Per the annual General Order Review list, as approved by the Commission President.

B. REGULAR UPDATES OF EXISTING GENERAL ORDERS

General Orders shall be reviewed and updated as necessary every one (1), three (3), or five (5) years. Annually, the Chief of Police or designee shall propose a General Order Review list, including General Orders that may require consolidation or rescinding, to the Police Commission President for approval. This shall occur no less than once a year. If the Department, in consultation with DPA, and the Police Commission, reviews a DGO and determines that it does not need to be updated, WDU shall document that fact. A copy of the list shall be sent to each Police Commissioner, and to the Department of Police Accountability (DPA) to solicit policy recommendations on each order approved for review. This list sets the minimum expectation for DGOs that shall be reviewed in the calendar year. Changes to the annual list require approval of the Commission President.

C. GENERAL ORDER DEVELOPMENT PROCESS

1. Stage I – SME Draft Development
   a) The Chief will be required to notify the Commanding professional staff or Commanding Officer of the bureau that oversees WDU upon the initiation of a DGO amendment or new DGO. The Commanding professional staff or Commanding Officer shall facilitate the DGO process through the WDU.
   b) WDU will notify the affected Assistant Chief, Deputy Chief, professional staff and DPA.
   c) The affected Deputy Chief or professional staff shall assign a Subject Matter Expert (SME) and shall determine the General Order development timeline, not to exceed ninety
(90) business days, unless the DGO is assigned to a Commission-mandated SFPD Community Working Group. If a Commission-mandated SFPD Community Working Group requires additional time beyond ninety (90) days, the Department will communicate the adjusted timeline to DPA, the Police Commission, and WDU for tracking purposes.

(d) The SME is authorized to discuss the DGO with DPA. The SME shall inform WDU of any agreements made between the SME and DPA and any materials provided to DPA.

(e) The affected Deputy Chief or Chief’s designee will accept an initial DPA policy recommendations grid for an amended DGO within twenty (20) business days of notification. The affected Deputy Chief or Chief’s designee shall notify and provide updates to WDU for tracking purposes.

(f) The affected Deputy Chief or Chief’s designee will confer with the SME to determine which of DPA’s recommendations, if any, will be included in the SME draft.

(f) The affected Deputy Chief or Chief’s designee and SME will provide a response to the DPA’s recommendations via the recommendation grid within twenty (20) business days of receipt.

(g) The affected Deputy Chief or Chief’s designee will assign a member or professional staff to initiate the drafting of the DGO or amendment by incorporating existing Department Bulletins, Notices, local, state, or federal law changes, community needs, accepted DPA recommendations, and Department identified policy goals, as appropriate and through research of other law enforcement agency best practices. If the assigned member or professional staff is someone other than the SME, this initial draft shall be sent to the SME for review and revision.

(h) If required, the SFPD Community Policy Working Group shall convene. Working groups shall produce a recommendation grid that the SME shall consult in preparation of the final SME draft. The Department shall log responses to all community recommendations, and the grid shall be submitted alongside the SME draft and through the remainder of the development process.

(i) Upon Deputy Chief or professional staff approval, the SME shall send the SME draft to WDU to initiate Stage II.

2. Stage II – Concurrence Draft Development

(a) Within five (5) business days of receiving SME draft in accordance with 3.01.04 (C)(2)(i), WDU shall send to DPA for review and notify the Police Commission office of the commencement of Stage II.

(b) DPA has twenty (20) business days to provide its policy recommendations regarding the SME draft via a pre-existing or new recommendation grid.

(c) Upon receipt, WDU shall consolidate DPA grids, as needed, and forward one consolidated DPA recommendation grid to the assigned affected Deputy Chief.

(d) The affected Deputy Chief or designee will confer with the SME to determine which recommendations, if any, will be included in the concurrence draft. Within twenty (20) days, the affected Deputy Chief will submit a concurrence draft and responses to DPA recommendations to WDU.

(e) Upon receipt, the WDU will provide the completed recommendation grid to the DPA.

(f) Within ten (10) days, the WDU will provide the concurrence draft to all parties identified in Section 3.01.04 (E). Parties shall have at least five (5) days to review before meeting as part of concurrence process.

D. PUBLIC REVIEW PROCESS

Prior to submitting a draft to Simultaneous Concurrence, the Department shall post the draft policy on the SFPD website and will provide members of the public and/or stakeholder Department members thirty (30) business days to submit recommendations. The Department will provide DPA with a copy of the original recommendations and shall input process, and will outline the nature and scope of this
process all public comments into a recommendations grid. The Department shall submit reference copies to the Police Commission upon completing the final DGO draft. The Department and DPA will jointly prepare a public response, which shall be posted on the Department’s website, outlining the recommendations included and not included in the DGO draft submitted to the Police Commission. The public review process shall not apply to DGOs that are expedited under 3.01.04.G

E. SIMULTANEOUS CONCURRENCE - GENERAL ORDERS

Simultaneous Concurrence is a process that involves meetings among the Department and DPA representatives. This meeting provides all parties an opportunity to openly discuss any new or revised DGO and reach final decisions on policy recommendations, legal mandates, operational capability, budgetary constraints, and potential need for additional supporting materials.

The Written Directives Unit shall be responsible for
General Orders are initiated by the Police Commission or the Police Department.

scheduling simultaneous concurrence with the Chief of Police, Assistant Chiefs, concerned Deputy Chiefs, concerned Director(s), Deputy Director(s), City Attorney, and the Executive Director of DPA or designees. WDU shall track all substantive edits resulting from simultaneous concurrence discussions and agreements.

Simultaneous Concurrence shall not exceed forty (40) business days for any DGO. Final approval for any changes shall be determined by the Chief of Police before submission to the Police Commission.

Within five (5) business days after the conclusion of a simultaneous concurrence the Executive Director of DPA may request a meeting with the Chief of Police to discuss substantive changes where there is disagreement on final decisions during the concurrence meetings. Final approval for any changes shall be determined by the Chief of Police before Police Commission submission.

A. E. SUBMISSION OF FINAL DRAFT TO THE POLICE COMMISSION

WDU is responsible for capturing and consolidating all substantive edits decided in the concurrence process and non-substantive formatting edits in the draft DGO. Upon Chief of Police approval, and within five (5) business days of receipt from the Chief’s Office, WDU shall submit to the Commission Office for distribution and Police Commission calendaring and to the Executive Director of DPA:

1. One unmarked copy of DGO.
2. For amended DGOs, a document comparing the previous version of the DGO to the proposed version, which includes authorship of recommended changes.
3. A completed recommendations grid containing all DPA and other working group feedback, including recommendations that SFPD did not accept. DPA may also separately submit materials to the Commission in support of their recommendations, even if SFPD did not agree. DPA shall copy the Chief of Police on its submissions to the Commission.
4. A separate recommendations grid of all recommendations submitted through the thirty (30)-day public review process as set forth in section 3.01.04.D, including recommendations not accepted.
5. The Department and DPA’s response to the public review process outlining the recommendations included and not included.

The Commission office will only accept DGO submission packets that include the above-listed elements.

F. SFPD COMMUNITY POLICY WORKING GROUPS

SFPD Community Policy Working Groups convene as part of the DGO review process and are established at the direction of the Police Commission or the Chief of Police. The goal of these working groups is to gain a balanced perspective from internal and external stakeholders before updating Department policies. The Department shall assign designees to manage the working groups. The working group shall meet over a maximum period of one hundred and twenty (120) business days.

After seeking input from DPA, the Chief of Police shall issue a Directive on Community Working Groups that establishes working group protocols, applicable codes of conduct, and provides guidance on selecting working group participants. The Chief’s Directive on Working Groups must be approved by the Police Commission.
The Department shall invite DPA to participate as a working group member on all community working groups. If DPA accepts the invitation and participates in the working group, the DPA forgoes involvement in Stage II of the DGO development process (3.01.04 (C)(2)(a-f)).

The Department shall provide DPA, the Police Commission, and all community policy working group members with quarterly updates on the status of the draft, which shall include a summary of any and all substantive changes, until the DGO is published.

SFPD Community Policy Working Groups or working groups led by the Police Commission are the only working groups from which the Department will accept policy recommendations.

**G. EXPEDITED DEVELOPMENT PROCESS**

In exceptional circumstances, the Police Commission or Commission President may require the expedited initiation or amendment of a DGO; the Chief of Police may expedite if in agreement with the President of the Police Commission. Unless the process is approved by the full Commission at its outset, the party or parties requesting an expedited process must brief the Commission regarding the reasons for the decision at the body’s next meeting.

(a) Upon the initiation of expedited process by the Commission, Commission President, or the Chief of Police, the Chief of Police shall designate a professional staff or sworn member to coordinate the drafting of the amendment or new DGO with DPA, which shall include meeting with DPA and the Police Commission designee, if assigned by the Police Commission President.

(b) Proposed revisions will be captured in a draft document that will then undergo review by the Chief of Police, DPA Executive Director, and Police Commission President or their designee. All changes and authorship will be captured in the draft document.

(c) Upon approval by the Chief of Police, a draft will be submitted to the Police Commission Office for public consideration.

(d) Finalization of the DGO drafting shall take no more thirty (30) business days, or less if set forth by the Commission President.

(e) Use of the expedited process shall be considered on a case-by-case basis but should not be employed for any more than one (1) out of ten (10) DGO updates per year.

**H. EXTENSION REQUESTS**

Each step of the process outlined in DGO 3.01 shall be followed. Any extension request by the Department shall be documented, including the good cause reason for the extension, and submitted in writing to the Police Commission President. The Department shall copy the Executive Director of DPA on all extension requests. DPA extension requests shall be submitted in writing to the Police Commission President including the good cause reason for the extension. DPA shall copy the Chief of Police and WDU on all extension requests. Any dispute over good cause shall be resolved by the President of Commission, the Chief of Police, and Executive Director of DPA, acting jointly. The Police Commission President is the final authority for dispute resolution.

If the Commission denies an extension request, the requesting department will have twenty (20) business days from the date of denial to complete the tasks in the development phase. If the tasks are not completed within twenty (20) business days, the Commission President shall designate a Commissioner to oversee the DGO’s development timeline until publication and arbitrate any disagreements.
Police Commission initiated General Orders, pursuant to San Francisco City Charter Section 4.109, may be adopted after a public hearing. Prior to adoption, the following will be provided with an opportunity to review the proposed General Order and may provide comment to the Police Commission:

1. Chief of Police or designee
2. Assistant Chiefs and Deputy Chiefs
3. Police Department Directors and Deputy Directors
4. The Commanding Officer of any unit directly affected by the proposal
5. Department's legal staff and/or City Attorney
6. Department of Police Accountability
7. Any member of the Department
8. Members of the public and/or stakeholders

05 MANUALS

A. INITIATION AND DEVELOPMENT OF A MANUAL

Manuals are approved by the Police Commission or, if containing procedural information restricted from public disclosure, by the Chief of Police. The list of Manuals restricted from public disclosure is subject to approval by the President of the Police Commission or designee and will be maintained by WDU and shared with DPA. Manuals are applicable to the entire Department unless otherwise specified within the document. When feasible, manuals should be updated with the corresponding DGO.

1. Manuals are initiated by the Chief of Police, Assistant Chief or Deputy Chief of the affected bureau or division. At the direction of the Police Commission, these parties may initiate based on DPA recommendations.
2. The respective Deputy Chief shall determine the Manual development timeline, not to exceed 120 business days. This timeline will be communicated to WDU.
3. The affected Deputy Chief will assign a member or professional staff to work with an assigned SME to initiate an SME draft by incorporating existing procedures, best practices, consideration of outside law enforcement agency practices, tactical operations, approved DGO guidelines, training documents, and identified policy goals of DPA and the Department, as appropriate, and ensure documented procedures do not conflict with other existing policies.
4. Upon Deputy Chief approval, the SME shall send the updated draft to WDU and follow the guidance for Stage II of the development process as outlined in 3.01.04.C(2). If the Department determines that a Manual will only be applicable to a subset of members, DPA’s opinion on the matter must be obtained and memorialized through the recommendation grid process. The Police Commission makes final determinations regarding applicability proposals.
5. WDU will review the draft Manual to ensure it meets the approved style guide, and that accepted recommendations and edits are captured before providing the Manual to all parties included in simultaneous concurrence. Parties shall have a period of 30 business days to review before meeting as part of the concurrence process.

B. SIMULTANEOUS CONCURRENCE-MANUALS:

Manuals follow the same concurrence process as DGOs, please see section 3.01.04 (D). Unless the Manual contains restricted information, it shall be approved by the Police Commission in accordance with DGO 3.01.04 (E). WDU will track the agreements and revise the Manual and will obtain approval from affected Deputy Chief, Assistant Chief and Chief of Police before publishing on the Department Intranet and distributing to members.
B. 3.01.06
DEPARTMENT INITIATED NOTICES (DN)

Department-initiated General Orders require review from the Chief of Police, each Assistant Chief and Deputy Chief and, as needed, department legal staff and/or the City Attorney prior to submission to the Police Commission for adoption.

C. INDEXING

General Orders are indexed by general subject category and numbered sequentially, e.g., 3.01. Each subsection of a General Order shall follow this numbering system, e.g., 3.01.01, 3.01.02, etc.

D. INITIATION OF A NEW GENERAL ORDER

The Written Directives Unit shall manage the initiation and concurrence process of new General Orders. A new General Order may be initiated under the following circumstances:

1) When the subject of a Department Bulletin creates the need for a new General Order.
2) When required based on changes in training, law, community expectation or law enforcement best practices.
3) When a member requests a new General Order and submits the recommendation on a memorandum to their Commanding Officer.
4) At the direction of the Police Commission.
5) At the direction of the Police Commission, based on a recommendation(s) of the Department of Police Accountability.
6) At the direction of the Chief of Police.
E. AMENDING A CURRENT GENERAL ORDER

The Written Directives Unit shall manage the preparation and amendment of current General Orders. Current General Orders may be amended under the following circumstances:

1) When incorporating the subject of a Department Bulletin into the relevant General Order as outlined in 3.01.06 (D).
2) Consistent with the review schedule (listed below) to ensure compliance with current laws, community expectations and law enforcement industry best practices.
3) When a member recognizes a directive requires amending based on changes in training, law, community expectation or law enforcement best practices. The member may request amendment of the General Order by submitting a memorandum to their Commanding Officer.
4) At the direction of the Police Commission.
5) At the direction of the Police Commission, based on a recommendation(s) of the Department of Police Accountability.
6) At the direction of the Chief of Police.

F. GENERAL ORDER DEVELOPMENT PROCESS

When a General Order requires initiation or amendment, the Written Directives Unit shall notify the Deputy Chief or Director of the bureau, division or unit most affected by the directive. The Deputy Chief or Director shall assign a member to review and amend the General Order. The assigned member shall, as appropriate:

1) Coordinate and provide the Written Directives Unit with the status update on proposed modifications to the General Order within 60 days of assignment and every 60 days thereafter until the review process is completed.
2) Solicit review by Commanding Officers, who shall seek input from their respective members, in units most affected by the proposed policy.
3) Integrate any relevant Bulletins into the General Order, if applicable.
4) Review stakeholder(s) recommendation(s) (e.g., Community, Police Commission, Firearm Discharge Review Board, Risk Management Office, City Attorney, Department of Police Accountability) on training, law, community expectation or law enforcement best practices.
5) Meet with a representative of the Department of Police Accountability to exchange views on the proposed order and attempt to resolve any differences, as outlined in Police Commission Resolution 27-06.
6) Submit the proposed General Order to the Written Directives Unit.
Upon receiving the proposed General Order revision, the Written Directives Unit shall submit the amended order through the concurrence process as outlined in 3.01.10.

G. GENERAL ORDER REVIEW

The Written Directives Unit shall be responsible for the ongoing review of all General Orders and maintain a General Order review matrix which may be updated or amended based on litigation, legislation or contemporary issues. The Written Directives Unit will provide an updated General Order review matrix to the President of the Police Commission, or designee, for approval as needed, but no less than once a year. A General Order assigned for review/amendment shall be submitted to the Police Commission for adoption no later than five years from the date listed on the General Order and every five years thereafter.

No proposed directive outlined in this order shall conflict with established approved policy unless the proposed directive is superseding or amending a directive and has been subjected to the approval process outlined in this General Order.

3.01.02 DEPARTMENT MANUALS

Manuals are publications containing policies, procedures and directives on a specific topic requiring approval of the Police Commission.

A. CONCURRENCE

The Written Directives Unit shall manage the concurrence process for Department Manuals, which shall be reviewed and approved by the Assistant Chief and the Deputy Chief of the bureau or unit affected.

B. RESPONSIBILITIES

The Written Directives Unit shall be responsible for publishing Manuals on the Intranet. The Deputy Chief of each bureau shall ensure members of his/her bureau comply with the directives contained in Manuals related to their bureau.

Manuals shall be subject to a mandatory (5) five year review from the date of issuance. The Written Directives Unit will manage a review matrix of all Manuals, assigning Manual reviews to the Deputy Chief of the appropriate bureau prior to the (5) five year review date.
3.01.03 DEPARTMENT OF POLICE ACCOUNTABILITY REVIEW

A. INITIATION AND DRAFTING OF A NOTICE
Any member or professional staff may draft a DN and send it through their chain of command for approval. If the subject of the DN falls into the following categories, the member or professional staff who drafts the DN (the SME) shall consult with DPA and notify WDU during the drafting process:

- Fourth Amendment issues
- Bias and Bias-Free Policing
- Body-Worn Cameras
- Rights of Onlookers
- Issues arising from disciplinary complaints

If disagreements persist between the SME and the DPA, the draft DN shall be entered into concurrence along with a DPA recommendation grid outlining areas of dispute. In exceptional circumstances where it is necessary to protect the health or safety of Department members or the public, the Chief of Police, draft General Orders and Manuals will be forwarded to the Department. may issue a DN related to the above categories without DPA review. After the fact, the Chief of Police Accountability (DPA) for review. Prior to adoption by shall provide a written explanation to the Police Commission, the Department of Police Accountability will have and DPA.

A DN shall be used to announce a DGO amendment only if the DGO amendment followed processes set forth in Section 3.01.04 of this order. The amended or new DGO shall be attached to the DN when issued to members. Any DN that is still applicable or necessary after the three-year expiration shall be reviewed and updated as necessary and reissued by the WDU.

B. CONCURRENCE – DEPARTMENT NOTICES
DN concurrence involves a web-based platform, which is used to route draft DNIs to concerned members of command staff for review. DN concurrence is initiated by WDU upon the SME’s submission of the draft DN. Concurrence may include concerned Assistant Chiefs, Deputy Chiefs, City Attorney or, if addressing DPA-involved categories, DPA (which retains the right to document its recommendations and submit to the Police Commission). The draft DN will be sent through the web-based platform to each identified member or professional staff consecutively. DNs will advance in the web-based concurrence process after (5) five business days. WDU shall send post-concurrence draft DNIs addressing DPA-involved categories to DPA prior to publication. DNs are approved by the Chief of Police.

3.01.07 (30) thirty calendar days to review a proposed General Order or Manual and submit recommendations to the Department. The Department will review any Department of Police Accountability recommendation to determine if they should be incorporated into the General Order or Manual. If no recommendations are received within (30) thirty days, the draft General Order or Manual will be submitted to the Police Commission for adoption.
When necessary, a meeting between the Police Department and the Department of Police Accountability will be held to exchange views on the proposed order and attempt to resolve any differences, as outlined in Police Commission Resolution 27-06.

In the event of an impasse between the Department and the Department of Police Accountability, the draft General Order or Manual along with Department of Police Accountability recommendations, will be submitted to the Police Commission for resolution.

3.01.04 BUREAU ORDERS

Bureau Orders contain directives issued by the Deputy Chief of the bureau affected, Bureau Commanding Officer or Commanding Professional Staff. Bureau Orders are directives that apply to specific operations within their bureaus.

A. CONCURRENCE

A. INITIATION AND AMENDMENT OF BUREAU ORDERS

Any member or professional staff in a particular Bureau may request the initiation or amendment of a Bureau Order by submitting a memorandum through the chain of command to the Bureau Commanding Officer or Commanding Professional Staff overseeing that Bureau and by notifying WDU. Upon approval, the Commanding Officer or Commanding Professional Staff shall confirm the SME responsible for drafting and set the deadline for completion. Memorandum review should take no longer than thirty (30) business days.

The Bureau Commanding Officer or Commanding Professional Staff shall determine the review period that shall be no longer than five (5) years and will communicate this to the Written Directives Unit shall manage the for tracking purposes. DPA shall be notified five (5) business days before any bureau order is published.

B. CONCURRENCE – BUREAU ORDERS

Upon submission by the SME and approval of the member-in-charge or professional staff, concurrence process for Bureau Orders, which shall be reviewed and approved by is initiated by WDU. Concurrence is limited to the Assistant Chief and the Deputy Chief of the bureau affected.

B. RESPONSIBILITIES
The Written Directives Unit concerned. Once approved, the Deputy Chief shall sign off on the Bureau Order. WDU shall be responsible for publishing Bureau Orders on the department Intranet and make the notifications necessary for updating the Department’s public website if appropriate.

The Deputy Chief of each bureau shall ensure members of their bureau comply with the provisions of all Bureau Orders. The Deputy Chief or their designee has audit responsibility to ensure compliance with Bureau Orders and to ensure members in their Bureau acknowledge the order via the Department’s electronic policy distribution and tracking system.

Bureau Orders shall be reviewed annually by Written Directives. The Written Directives Unit will manage a review matrix of all Bureau Orders, assigning Bureau Order reviews to the Deputy Chief of the bureau prior to the review date.
UNIT ORDERS

Unit Orders contain directives issued by the Commanding Officer or Officer-in-Charge of the unit. Unit Orders are directives that apply to specific unit operations.

A. CONCURRENCE

A. INITIATION AND AMENDMENT OF UNIT ORDERS
Any member or professional staff in a particular unit may request the initiation of a Unit Order for their unit by submitting a memorandum through the chain of command to the unit’s Commanding Officer, Officer-in-Charge, or member-in-Charge and by notifying WDU. The approving officer, member, or professional staff shall designate the SME responsible for drafting the Unit Order and shall set the deadline for completion. Memorandum review should take no longer than thirty (30) business days.

The Commanding Officer, Officer-in-Charge member-in-Charge or professional staff shall review annually to determine whether an update is necessary. WDU will provide an electronic alert to remind the Member or professional staff of the annual review. If an update is necessary, unit leadership will communicate this to the Written Directives Unit shall manage tracking purposes. The Commanding Officer or member-in-Charge has audit responsibility to ensure compliance with Unit Orders. DPA shall be notified five (5) business days before any unit order is published.

B. CONCURRENCE – UNIT ORDERS
Upon submission by the SME and approval of the Commanding Officer, Officer-in-Charge, member-in-Charge or professional staff; concurrence process for Unit Orders, which shall be reviewed and approved by is initiated by WDU. Concurrence is limited to the Assistant Chief and the Deputy Chief of the unit affected.

B. RESPONSIBILITIES

The Written Directives Unit shall be responsible for publishing Unit Orders. Once approved, the Commanding officer shall sign off on the Unit Order and WDU will publish on the department Intranet. The Commanding Officer or Officer-in-Charge Intranet.

Leadership of each unit shall ensure members within the unit comply with the provision of the Unit Orders, applicable Unit Orders and acknowledge receipt via the Department’s electronic policy distribution and tracking system.

Unit Orders shall be reviewed annually by Written Directives. The Written Directives Unit will manage a review matrix of all Unit Orders, assigning Unit Order reviews to the Commanding Officer or Officer-in-Charge of the unit prior to the review date.
DEPARTMENT BULLETINS & NOTICES

Bulletins and Notices are issued by the Chief of Police. Bulletins and Notices shall be consistent with General Orders.

A. DEPARTMENT BULLETINS

Bulletins contain directives and legal updates and are issued Department wide. Bulletins FORMS may be submitted through the concurrence process as outlined in 3.01.10. Additional review may be department wide or unit specific. Form usage may include the City Attorney, directed or recommended via other stakeholders, written directives. WDU will coordinate translation of forms with the SFPD Language Liaison, per DGO 5.20. WDU will assign the required SFPD Form Number at the direction of the Chief of Police. Bulletins must be approved by the Chief of Police in conclusion of concurrence.

B. DEPARTMENT NOTICES

Notices may include information on procedural changes, training, special events, deployments, general information, and messages from the Chief of Police. Notices must be approved by the Chief of Police.
C.—INITIATING A NEW BULLETIN OR NOTICE

INITIATION AND AMENDMENT OF A FORM
Any member or professional staff may request the initiation of a Bulletin or Notice, amendment, or deactivation of a Department Form by submitting a memorandum through the chain of command to the member's Assistant Chief. Upon approval, the Assistant Chief shall submit the notice to Written Directives Unit for concurrence and informing WDU.

D.—BULLETINS THAT AMEND A GENERAL ORDER
When a Bulletin modifies a General Order, the Written Directives Unit will identify Assistant Chief shall designate the specific section SME and request that WDU manage the form creation and update. The SME shall consider all federal, state, and local legislative updates and requirements and, at the direction of the General Order that requires amendment. Within (15) fifteen calendar days, Assistant Chief, may seek feedback from outside stakeholders.

B. CONCURRENCE - FORMS
Upon submission by the SME to WDU, concurrence is initiated by WDU. Concurrence may include concerned Assistant Chiefs, Deputy Chiefs, Commanders, City Attorney or at the direction of the Chief of Police, other stakeholders.

Forms will be issued with a corresponding DN to members explaining the purpose, need and where the Department Form can be found on the intranet and the public-facing website.

3.01.09 MEMORANDA OF UNDERSTANDING (MOUs) AND OTHER AGENCY AGREEMENTS
Memoranda of Understanding are formal agreements between two or more parties that outline the purpose of the agreement as well as the terms, details, and responsibilities of each party.

A. INITIATION OF A MEMORANDUM OF UNDERSTANDING OR OTHER AGENCY AGREEMENT
While Department members or professional staff may recommend the establishment of an MOU through their chain of command, the Chief of Police alone retains the right to initiate a formal agreement on behalf of the Department with another city agency or external party.

B. CONCURRENCE - MOUs
MOUs that have been finalized for signature by the Chief of Police shall be routed to the affected unit’s Assistant Chief for review and concurrence. Once approved by the Assistant Chief, the MOU shall be submitted to the City Attorney for review and advice. The City Attorney will submit the amendment, provide comments and edits to the affected Assistant Chief or Chief’s designee for review. The MOU shall be submitted to the Chief of Police for final approval and signature.

An MOU which impacts a DGO or DN, or that is governed by a statute outlined in the City Charter, shall be submitted to the Police Commission through a General Order Change form (SFPD 581) for concurrence, as outlined in 3.01.10, and final adoption. The General Order Change form will identify the specific section of the General Order the proposed Department Bulletin will amend. Before the Department calendars the amendment with for approval prior to the Chief’s final execution of the agreement. Members of the Police Commission retain the ability to place these and other MOUs on their public agenda for discussion.
3.01.11

**DISCLOSURE**, the Written Directives Unit will notify and provide the General Order Change form to the Department of Police Accountability. Draft bulletin(s) developed pursuant to this section shall not be issued by the Department until adopted by the Police Commission, or any individual Commissioner, copies of the Department’s written directives listed in this this order (DGO 3.01).

**E. REVIEW/EXPIRATION SCHEDULE**

The Written Directives Unit shall be responsible for the ongoing review and promptly disclose copies of all bulletins and notices. Bulletins shall either expire after (2) two years or be incorporated into an existing or new General Order as outlined in 3.01.06(D).

1) Bulletins shall expire (2) two years after their date of issuance and will not be renewed.
2) Notices will be updated as needed.

**F. INDEXING**

Bulletins and Notices are indexed by the year of issuance and are sequentially numbered, e.g., DB 17-101, DN 17-201.

3.01.07

**PERSONNEL ORDERS**

Personnel Orders are issued by the Chief of Police to announce personnel changes (e.g., transfers, assignments, separations) in the Department.
3.01.08
DEPARTMENT MEMORANDA

A. NATURE OF MEMORANDA AND DISCLOSURE

1) Memoranda are internal written communication used to inform, inquire or direct.

2) The Legal Division is the Department’s custodian of records and agent for the directives requested by the DPA except where disclosure of the documents pursuant to criminal or civil discovery law and for the disclosure of documents under the California Public Records Act (Cal. Govt. to the DPA is prohibited by law. (S.F. Charter Sec. 4.136(i) and S.F. Admin. Code § 6254, et seq.) and/or the City’s Sunshine Ordinance (San Francisco Administrative Code, Chapter 67, Section III). All requests for such documents shall be routed through the Legal Division. Sec. 96.3.

3) Members shall not disclose Department Memoranda or notes, drafts or other source materials used to prepare Department Memoranda to members outside of their chain of command or to any person or organization outside of the Department unless authorized to do so.

4) Unauthorized disclosure of official Department information or information purported to be official Department information will subject any member involved in the disclosure to disciplinary action under this order and Department General Order 2.01.

B. MEMORANDUM ORDERS

Memoranda to subordinates written in directive terms have the effect of an order and shall be complied with as such.

C. FORMAT, APPROVAL AND ROUTING

Memoranda shall be submitted on form SFPD 68 and routed through the chain of command. Memoranda, except memorandum orders, shall be routed upward through the author’s chain of command and shall be addressed to the Commanding Officer or Officer-in-Charge of the unit. Copies of Memoranda shall not be sent directly to members outside of the author’s chain of command. The routing and forwarding of Memoranda is a matter of command discretion. This section does not apply to Memoranda described in General Order 11.07.

3.01.09
DEPARTMENT LETTERHEAD STATIONARY

Department letterhead stationery is used for external communication. Only members authorized by the Chief of Police or their Assistant Chief shall correspond on Department letterhead stationery.
3.01.10

CONCURRENCE OF GENERAL ORDERS AND BULLETINS

The Written Directives Unit, upon receipt of a proposed General Order or Bulletin, shall process the draft and submit these for concurrence to the following:

1) Chief of Police
2) Assistant Chiefs and Deputy Chiefs
3) Affected Director(s)/Deputy Director(s)

The concurrence process is managed by the Written Directives Unit, using an electronic system that accounts for all edits and recommended changes. Members involved in the concurrence process shall utilize the designated electronic system for tracking and auditing purposes thereby maintaining accountability and integrity of the concurrence process.

Any proposed edits or recommended changes will be subject to final approval by the Chief of Police or by the Chief of Police designee.

Members in the concurrence process have (30) thirty calendar days to review a proposed General Order. After (30) thirty calendar days, the draft will advance in the concurrence process.

Bulletins will advance in the concurrence process after (5) five calendar days.

During the concurrence process, if a substantive addition or amendment to the draft directive is recommended, the Commanding Officer of the Strategic Management Bureau shall be notified. The Commanding Officer of the Strategic Management Bureau shall review the proposed amendment, reconcile any changes with the initiating member and inform the Department of Police Accountability of any substantive addition or amendment. The Commanding Officer shall meet with the Department of Police Accountability to exchange views, as outlined in the Police Commission Resolution 27.

If consensus is not obtained, parties shall have an opportunity to discuss their recommendations with the Chief of Police and/or designee. Final approval for any changes shall be determined by the Chief of Police and/or designee.
3.01.11

PUBLISHING DIRECTIVES

The Written Directives Unit is responsible for electronically publishing and distributing directives on the Department network. The Department will provide members with electronic access to directives in a searchable database.
With exception of Law Enforcement sensitive materials, General Orders and Bulletins shall also be posted on the Department’s website for public view upon adoption.

The Written Directives Unit will also notify the Department of Police Accountability of all published directives.

3.01.12
ACCOUNTABILITY & ACKNOWLEDGEMENT
Absent a written extension request as described in 3.01.04.H, parties subjected to deadlines set forth in this DGO shall, upon the conclusion of any specified timeline included herein, inform the Police Commission President of the elapsed deadline. The Police Commission President may designate a Commissioner to oversee the DGO development timeline and arbitrate any disputes.

Members are expected to have a working knowledge of all directives as applicable through their respective assignment and comply with their provisions. Retention of paper copies of General Orders or any other directives (Manuals, Bureau Orders, Unit Orders, Bulletins, Notices) are no longer mandated. All Department members shall acknowledge every Department General Order (DGO), Department Notice (DN), Department Manual (DM) and any other document that is entered into the Department’s electronic sign-off system within (30) thirty days of issuance.

1) Members shall utilize the Department’s electronic system to acknowledge receipt and review of and electronically sign-off all directives within (30) thirty days of issuance.

2) The Commanding Officer or Officer-in-Charge (OIC) or designee of each unit shall conduct periodic audits to confirm that members of their unit reviews and acknowledges all directives by electronically signing for all directives within 30 days of the date of the directive.

3) No proposed policy (such as General Order, Bulletin, Unit Order, Bureau Order, Manual) or other directive outlined in this order shall conflict with approved established policy unless the proposed directive is superseding or amending an existing directive and the proposed policy will be subject to the approval process outlined in this General Order.

4) Commanding Officers of each unit shall ensure that new and amended General Orders and Bulletins that substantively amend a General Order are supplemented with appropriate training and supervision to ensure compliance with the new directive of their.

3.01.13
MEMORANDA OF UNDERSTANDING (MOU) AND OTHER AGENCY AGREEMENTS
Memoranda of Understanding are formal operational agreements between two or more parties that outline purpose for the agreement as well as the terms, details, and responsibilities of each party.
A. REVIEW AND CONCURRENCE

Memoranda of Understanding (MOUs) that have been finalized for signature by the Chief of Police shall be routed to the affected unit's Assistant Chief through the chain of command for review and concurrence. Once approved by the Assistant Chief, the MOU shall be submitted to the City Attorney for review and approval. Any edits made by the City Attorney will be provided back to the Assistant Chief for review. Once concurrence has been reached, the MOU shall be submitted to the Chief of Police for final approval and signature.

An MOU which impacts a General Order or is governed by a statute outlined in the City Charter shall be submitted to the Police Commission for approval. After review by the Chief of Police and at the request of a member of the Police Commission, an MOU not covered by a General Order or City Charter shall be submitted to the Commission President to be placed on the agenda pursuant to Commission policy.

At no time will the Department enter into an MOU or agreement that dedicates personnel or uses City funds or resources for immigration purposes in conflict with the California Values Act (Government Code secs. 7284.2 and 7284.6) and/or San Francisco Administrative Code Chapters 12H and 121.

B. DISCLOSURE

The executed MOUs and agreements shall be forwarded to the Legal Division for filing as the official custodian of records and agent for the disclosure of sign-off of the policy documents pursuant to criminal or civil discovery law, the California Public Records Act (Cal. Government Code § 6254 et seq.) and/or the City’s Sunshine Ordinance (San Francisco Administrative Code, Chapter 67, Section III).

3.01.14

ELECTRONIC COMMUNICATIONS

Members shall adhere to the guidelines set forth in General Order 10.08 regarding the use of email and other electronic communications.

References
DGO 2.01, General Rules of Conduct
DGO 5.20, Language Access Services for Limited English Proficient Persons
DGO 10.08, Use of Computers and Peripheral Equipment
Chief’s Directive: Community Working Groups
SFPD Record Destruction Schedule
DGO 2.01, General Rules of Conduct California Government Code DGO 10.08, Use of Computers and Peripheral Equipment
SAN FRANCISCO POLICE DEPARTMENT

GENERAL ORDER CHANGE REQUEST

COMMISSION HEARING DATE:
AUGUST 7, 2019

POLICE COMMISSION ACTION ITEM:

General Order Number: 3.01
Type of Order: Change

No department initiated General Order shall be revised by the Police Commission for action:

- without having received a written concurrence from the Chief of Police, each Assistant Chief, each Deputy Chief, and the police department legal staff;
- without the presence and the Office of Citizen Complaints meeting;
- exchanging views;
- attempting to resolve any differences as required by Police Commission.

REPLACE GENER A RDE

Sect 1.01 (b)
Chief and Dep. Chief and, as needed, department legal staff and/or the City Attorney prior to submission for the Police Commission for adoption.

RESCIND

SECTION E. EXPIRATION. Department Bulletins and their provisions shall expire two (2) years after their date of issuance.
**DEPARTMENT BULLETINS:**

Department Bulletin 19-179 will need to be issued to modify this change pending Commission Approval.

**NOTES:**

**REVIEWED BY:**

- Approved by SFPD Command Staff 12/18/17
- Reviewed by Department of Police Accountability 1/29/19

**APPROVED BY:**

[Signature]

**DATE:** [Date]

[Signature]

**DATE:** [Date]
Bob Hirsch, President Police Commission