



LONDON BREED
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
Department of Police Accountability
ONE SOUTH VAN NESS AVENUE, FLOOR EIGHT
SAN FRANCISCO, CA 94102



PAUL DAVID HENDERSON
EXECUTIVE DIRECTOR

June 16, 2021

To: President Malia Cohen
Members, San Francisco Police Commission

Re: SFPD First Quarter 2021 Document Protocol Report

Dear President Cohen and Commissioners:

This letter supplements the San Francisco Police Department's 2021 first quarter report concerning documents requested by DPA under the DPA-SFPD document protocol. In compliance with the established protocol, Chief of Investigations Erick Baltazar reviewed and discussed the Department's 2021 first quarter report with Lieutenant Arran Pera, the Officer in Charge of the Legal Division.

During the first quarter of 2021, the DPA made 313 document requests. Of the 313 document requests, 12 requests were untimely produced, and two (2) requests for juvenile records were denied. SFPD requested extensions for four (4) documents in a timely manner. Seventeen (17) requests remained open at the end of the fourth quarter.

DPA and SFPD have been working to increase efficiency with information sharing and document requests. DPA's recommendations were previously outlined in a letter submitted to the Police Commission and SFPD responded to the letter. The two agencies have since been working together to improve information sharing.

Sincerely,

Paul Henderson
Executive Director



Memorandum

San Francisco Police Department



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

APPROVED
Captain Mark Cota #1335 YES NO
Risk Management

From: Lieutenant Arran Pera #531
Legal Division *AP*

Commander Robert C. Sullivan, Jr. #44
Risk Management Division

Date: Thursday, April 29, 2021

Assistant Chief Robert M. Moser #1434
Chief of Staff

Subject: DPA Document Protocol Quarterly Report - 1st Quarter 2021

5-23-21
5/28/21

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 **01/01/2021 – 03/31/2021 (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	2
b.	Non-Routine	119
c.	<u>Routine</u>	<u>192</u>
	Total	313

II.	The number of requests within each category for which there was a timely production;	
a.	Juvenile	0
b.	Non-Routine	97
c.	<u>Routine</u>	<u>169</u>
	Total	278

- 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 | 4 |
| c. <u>Routine</u> | <u>0</u> |
| Total | 4 |
- 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. <u>Routine</u> | <u>0</u> |
| Total | 0 |
- V. The number of requests within each category for which there was a late production;
- | | |
|-------------------|-----------|
| a. Juvenile | 0 |
| b. Non-Routine | 7 |
| c. <u>Routine</u> | <u>5</u> |
| Total | 12 |
- 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 | 2 |
| b. Non-Routine | 0 |
| c. <u>Routine</u> | <u>0</u> |
| Total | 2 |
- 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. <u>Routine</u> | <u>0</u> |
| 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 | 6 |
| c. <u>Routine</u> | <u>11</u> |
| Total | 17 |
- 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 2021 DPA/SFPD Application print out.

