| Individual Recommendation Report | Reserved For PSPPB Only |
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| **Bureau:** Field Operations | |
| **Rec. Number:** 36.3 | ☐ **President's Task Force** |
| **Assigned To Project Manager:** | ☐ **Blue Ribbon Panel** |
| Captain Curtis Lum | ☐ **CJTF SF Bar Association** |
| **Prepared by:** Sergeant Daniel Chui #840 | ☐ **Department of Police Accountability** |
| **Priority:** High | ☐ **Civil Grand Jury:** |

***DOJ Recommendation #:*** *36.3*
The SFPD should review all of its policies, procedures, manuals, training curricula, forms, and other materials to eliminate the use of archaic or biased language.

## DOJ Objective: Choose One

**Executive Summary:**
As part of the DOJ Initiative, the Department had enlisted each and every division of the San Francisco Police Department to help facilitate the objective of over 94 findings. At the Airport Division, Captain Curtis Lum was the project manager who was assigned to tackle DOJ Initiative 36.3 (Bias and Archaic language). Sergeant Rowena Hara was the lead on the project with the assistance of then Officer Daniel Chui. Sgt. Rowena Hara and Officer Dan Chui, using the guidance from the Professional Standards and Principled Policing Bureau, identified outside stakeholders to be part of this working group.

During the month of February, we enlisted a group of SMEs which was recommended by the Professional Standards unit. The group consists of the DA's Office, Public Defender's Office, Department of Police Accountability, and the Human Right's Commission. We finally met on February 16th at the SFO Police Facility. We had a lengthy discussion on recommendation 36.6 and as a group, defined the term for bias and archaic languages. We identified words that could be bias and or archaic. However, we agreed that it needs to be look at in the context of the documents.

In the last few months, the working group looked over the SFPD documents and identified language that was non-inclusive or de-humanizing. As a group, our primary job was to list the words and sources located from the documents that were non-inclusive and de-humanizing based on the context of the documents. The debate of whether the word should be changed or re-defined will be done at a later time. In order to see if there were these issues, we first identified them and sourced the documents.

We were advised to start with the SFPD Department General Orders and 2017 bulletins on the SFPD website http://sanfranciscopolice.org/dgo

It was concluded that the group did find words and language that may be deemed bias and / or archaic from several documents in the DGOs and Bulletins. This was a good starting point to identify possible words or phrases. However, due to the massive amount of documents that would need to review by a person or group, this may not be feasible or cost effective. It should be noted that majority of the recent documents such as bulletins have been vetted and reviewed prior to their release. The group has noted that these recent documents appear inline with what DOJ recommended. However, it should be noted that there are older documents that should be reviewed and changed. As a recommendation, a use of a data mining software or analytic device with artificial intelligence software should be used to tackle this massive project.

**Purpose:**
The purpose of this recommendation is find words or phrases that are bias and/ or archaic which may be non-inclusive or dehumanizing based on the context of the documents.

**Policy:**
N/A

**Audit (if applicable):**
N/

**Written Directive: (D.G.O., Dept. Manual, Bureau Orders, Dept. Bulletins, etc.**

**Supporting Documentation: (Learning Domains, Power points, Lesson Plans, Policies)**
Refer to DOJ/CRI 36.3 update forms and attached findings

**Implementation, training & records (How to prove we did what we said?)**
As stated above, the findings to identify these words or phrases, a data mining software would be needed to assist with all the different types of documents in the SFPD. The working group's objective was to find and identify this bias and archaic words. It is up to other entities to establish changes or discussion on how to fix these documents.

During the initial research from the team, we found that Albuquerque Police Department was going through a similar dilemma with their reform. The Albuquerque Police Department website had updated GOs, manuals, and other police documents. Based on what we saw, their documents had hyperlinks, table of contents, and other digital formats which made it very easy to navigate and find information. Albuquerque professional staff Carla Garcia stated that they had used a program called "Power DMS" to make these changes in their SOP.

Based on our working group, we had established that were some words that can be viewed as bias or archaic in our Department documents. We had listed and located where they are found in the GOs and bulletins. As a group, we have met our objective. It is up to the Department now look at a solution to effect these changes.