

Community Policy Working Groups Overview



CITY & COUNTY OF SAN FRANCISCO

Police Department

Objectives

San Francisco Police Department Structure

Department General Orders (DGOs) and Working Group DGO Update Process

Community Policy Working Groups

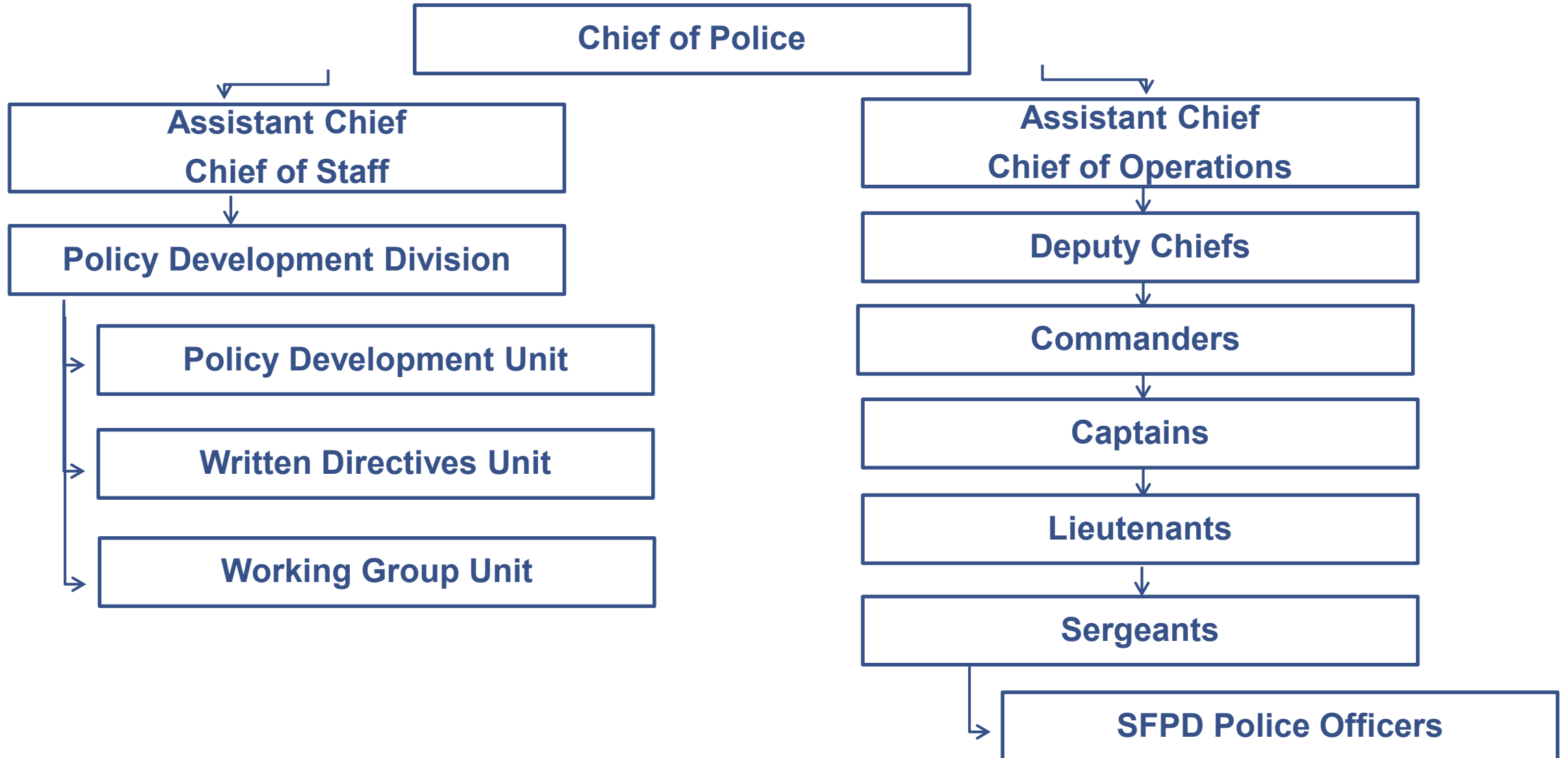
Community Working Group Process Overview and Workplan Example

2024 Community Policy Working Group List

Working Group Member Expectations and Administrative Guidelines

Questions

San Francisco Police Department Structure



Department General Order



- San Francisco Police Department's **most authoritative and permanent** written directives.
- 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 of San Francisco.
- Include **definitions and procedural outlines** relevant to, and enforceable upon, the entire Department.
- Per *SF Charter Section 4.109*, these policies are **set and adopted by the Police Commission** at a public hearing.
- **Reviewed and updated**, as necessary.

2024 Approved DGO Update List

DGO Number	DGO Name
1.08	Community Policing
3.01	Written Communication System
3.02	Terms and Definitions
3.16	Release of Police Reports
5.05	Response and Pursuit Driving
5.20	Language Access Services for Limited English Proficient (LEP) Persons
6.07	Dog Complaints
6.10	Missing Persons
6.13	Prejudice-based Incidents
6.15	Property Processing
6.16	Sexual Assaults
8.09	Media Relations
8.11	Investigations of Officer Involved Shootings (Pending Execution of DA/SFPD MOU)
8.12	In-Custody Deaths
11.02	Secondary Employment

Community Policy Working Group



Goal

Gain a **balanced perspective** from internal and external stakeholders before updating Department policies.

What is it?

Small group of people who come together with a common mandate, acting as representatives of their organizations or communities.

What do they do?

- Meet over a **specified timeframe**.
- Review and provide input on a specific “**Department General Order (DGO)**”.
- Input is gathered in the form of a “**Recommendation Grid**”.

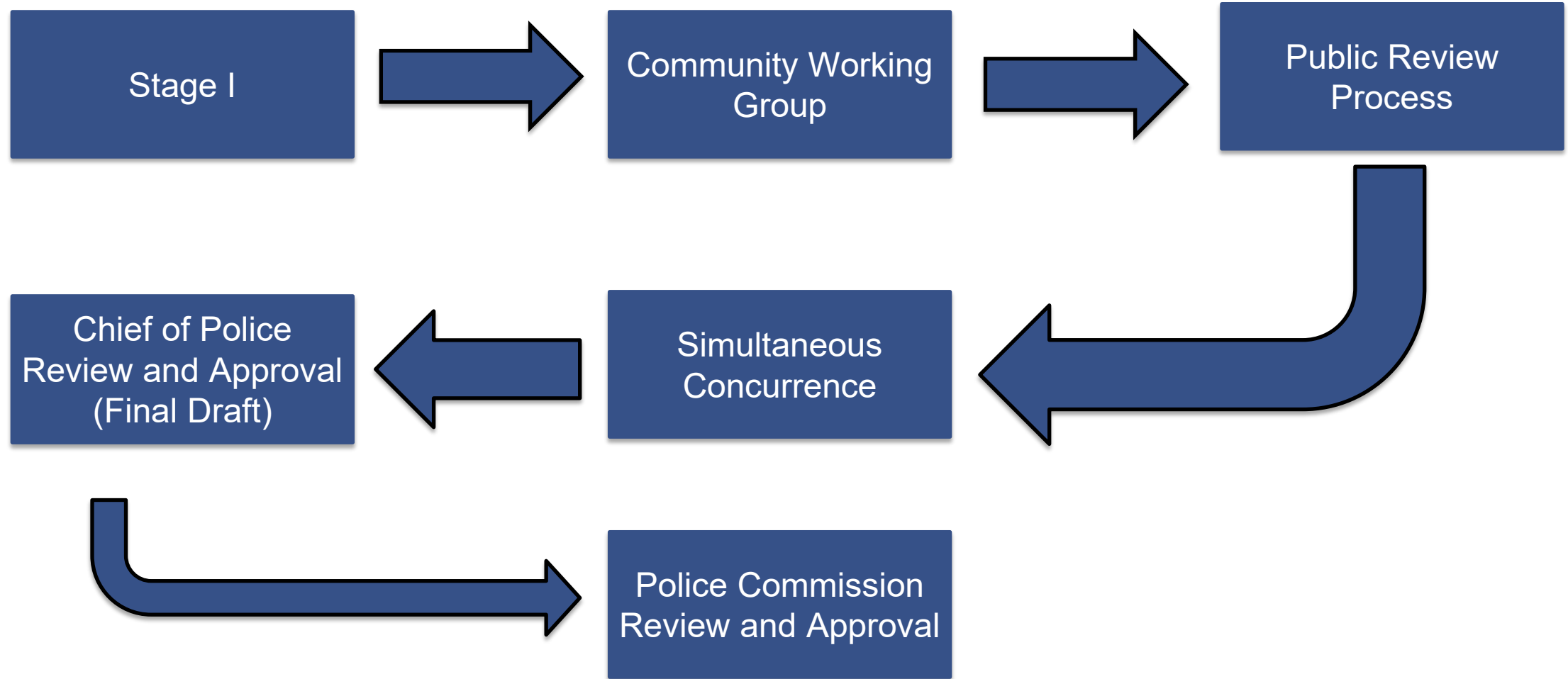
2024 Community Policy Working Group List

Resolution # 24-68

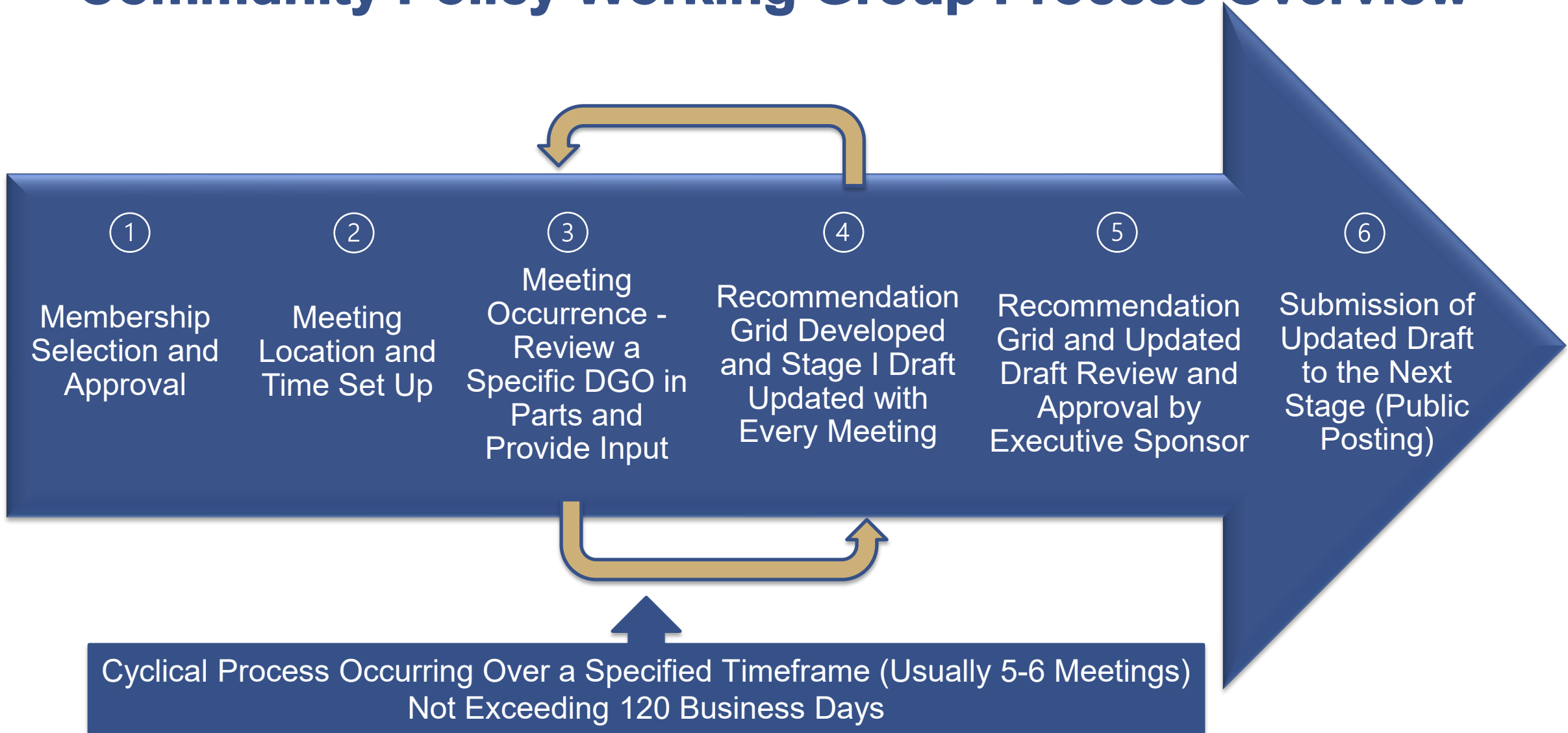
DGO 5.20 - Language Access
Services for Limited English
Proficient (LEP) Persons

DGO 6.16 - Sexual Assaults

Working Group DGO Update Process



Community Policy Working Group Process Overview



Community Policy Working Group Workplan Example (Split between 5-6 Meetings)

Meeting 1	Meeting: In collaboration with an Executive Sponsor, the Community Policy Working Group Analyst states goals, deliverables, and working group administrative guidelines. Provide policy background including state or local laws relating to mandate. Provide materials (Departmental forms or related documents). If revising a document, divide it into multiple sections. Policy documents should already have Departmental revisions included. <u>Homework:</u> Review materials and be prepared to discuss section one at next meeting.
Meeting 2	Meeting: Panel of officers Q & A session relating to the specific policy. Restate goals and review last meeting discussions. Begin discussion relating to section one revisions – Discuss potential recommendations for section one. <u>Homework:</u> Prepare to discuss section two.
Meeting 3 – X	Meeting: Restate goals and review last meeting agreements. The Department reports on the list of recommendations received and responses. Discuss and finalize the next section. <u>Homework:</u> Prepare to discuss the next section.
Final Meeting	Meeting: Restate goals and review working group accomplishments. The Department reports on the list of overall recommendations and responses. Read through policy revisions. Discuss whether follow-up work remains and outline the procedure for auditing and reviewing the policy implementation progress. Briefly discuss lessons learned and thank working group members for their time.

Working Group Member Expectations

Attendance – Regular attendance is expected.

Punctuality – Be on time. At the minimum, no more than 10 mins late to meetings.

Preparation– Review materials provided by the Department before meetings.

Take Space, Make Space – Participate actively in discussions without dominating them.

Say What You Mean, But Don't Say It Mean – Maintain honest, respectful, and professional communication during the meetings.

Abide by Open Meeting Laws – No substantive communication, including by e-mail or other electronic means, with a majority of working group members outside of posted meetings.

No Distractions – Stay attentive during meetings. When attending online, mute yourself unless sharing.

Working Group Administrative Guidelines

1. Requests for an individual, not listed on the roster, to be included in the working group must be arranged in advance through the **Executive Sponsor, Policy Development Division Manager, Asja Steeves, and Policy Working Group Coordinator, Hitesh Bussie**.
2. The recommendation grid serves as the work product of the working group.
3. The recommendation grid including the Department's responses will guide DGO revisions.
4. Per DGO 3.01.04 (D), at the conclusion of the working group activity and before concurrence, the draft DGO 5.20 policy shall be posted on the Department's website for 30 business days, inviting public comment and recommendations. Therefore, the draft DGO may be subject to change, as necessary, after the working group phase of the DGO Update Process.
5. Per DGO 3.01, the Department shall provide written communication documenting the status of the DGO 5.20 revision process, on a quarterly basis, to the following:
 - a) DGO 5.20 Executive Sponsor and Designee.
 - b) All DGO 5.20 Working Group members.
 - c) SFPD DGO 5.20 Support Staff.
6. Communications relating to scheduling or excused absences shall be directed to Hitesh.Bussie@sfgov.org and Asja.Steeves@sfgov.org.

Thank you!

**Please direct any questions you may have to
the SFPD Working Group Unit at
SFPD.WorkingGroups@sfgov.org.**

**SAN FRANCISCO
POLICE DEPARTMENT**