

**Department Written Directives**

**3.01.01 PURPOSE**

This General Order describes the different types of written directives mandated by the San Francisco Police Department (SFPD or 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. 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. Written Directive development shall be centralized in a policy-specific division, which shall implement, manage, and facilitate the processes outlined in DGO 3.01.

**3.01.02 POLICY**

The Department shall issue written directives that prioritize efficiency, encompass best practices and ensure the rights of individuals as defined in the United States Constitution, federal, state, and local laws.

**3.01.03 PARTIES AND GENERAL ROLES IN POLICY DEVELOPMENT**

<b>INVOLVED PARTIES</b>	<b>GENERAL ROLE IN DEVELOPMENT</b>
Chief of Police (“CoP”)	The Department Head that oversees the day-to-day operations of the SFPD and has the authority to initiate General Order revisions and must approve written directives before they are sent to the Police Commission office or are issued directly to all members.
Policy Development Division (“PDD”)	The Department division implements, manages and facilitates the processes outlined in DGO 3.01. This division includes the Written Directives Unit (WDU), the Working Group Unit (WGU) and the Policy Development Unit (PDU).
Subject Matter Expert (“SME”)	Department members appointed by a Deputy Chief or Executive Sponsor and seen as having operational knowledge relating to a specific policy.
Executive Sponsor (“ES”)	A member of Command Staff, typically a Deputy Chief, designated to oversee the drafting of a particular policy and subsequently approve each development phase.
Department of Police Accountability (“DPA”)	An outside city agency with the charter authority to provide policy recommendations to the police

	commission.
Police Commission (“Commission”)	The oversight body with the charter authority to review and adopt policies at a public hearing. All official acts are adopted by majority vote. SF Charter § 4.102 & 4.109.
Labor Relations	Pursuant to Article XI § 11.100, and as designated by the Human Resources Director, the Labor Relations Unit conducts meet and confers for the department.
City Attorney	The City Attorney’s Office is the legal advisor to the Police Commission, Police Department DPA. San Francisco Charter § 6.102. In the event there is a legal question or dispute, all legal advice shall come from the City Attorney’s Office.

### 3.01.04 DEFINITIONS & TERMS

**WRITTEN DIRECTIVES** – Directives that include overarching or specific, procedural or operational standards of the Police Department. These are issued from the Written Directives Unit (WDU) under the Policy Development Division (PDD). Any document issued outside of WDU is not considered a Written Directive. Written Directives have force and effect and ensure that Department members use the same standards.

- **DEPARTMENT GENERAL ORDER (“DGO”)** – The Department’s most authoritative and permanent policy enforceable upon the entire Police Department. These orders are, as the name implies, intended to be general as they usually include matters directive in nature, yet general in application. These are guiding principles used to set the direction of the organization consistent with the values of the City and County of SF, and the overall objectives of law enforcement. These orders are to be reviewed and updated, if necessary, every five years. DGO effective dates are determined by the Police Commission.
- **MANUAL** – A document that details specific instructions, protocols and procedures of the Department’s daily operations and shall comply with active DGOs. Manuals are applicable to the entire Department unless otherwise specified within the document. These documents are to be reviewed and updated, if necessary, every five years.
- **DEPARTMENT NOTICE (“DN”)** – Department-wide notices regarding administrative matters, legal updates, policy or operational changes that are effective upon issuance. DNs shall comply with, and not contradict or be used to amend active DGOs. If these directives are related to changes in the law, they will remain in effect until superseded or rescinded. All other notices are to be reviewed and updated, if necessary, every three years.
- **BUREAU ORDER** – A directive that applies to daily operations within specific bureaus issued by the Head of the Bureau, typically the Deputy Chief of the affected bureau. Bureau Orders shall comply with active DGOs and may not contradict or be used to amend active DGOs. These orders are to be reviewed and updated, if necessary, every five years or upon assignment of new bureau head, whichever comes first. Bureau Orders are effective upon issuance.

- **UNIT ORDER** – A directive that applies to specific unit operations issued by the Commanding Officer or Professional Staff in charge of the unit. These orders are to be reviewed and updated, if necessary, upon assignment of a new commanding officer. Unit Orders are effective upon issuance.
- **DEPARTMENT FORM** – Department Forms standardize the communication of information relevant to Department operations. Forms may be for internal or external use and are updated as needed.

**RECOMMENDATION GRID (“RG”)** – A spreadsheet used as the standard mechanism to capture and track policy recommendations received from stakeholders, typically relating to DGOs or Manuals, and Department responses. The RG should indicate if a policy recommendation was included in the draft policy submitted to the Police Commission.

**BUSINESS DAYS** - Timelines in this document are stated in business days, defined as weekdays, not including federal and City holidays. If specific timelines are not explicitly assigned to a particular process outlined in this policy, WDU reserves the authority to establish a reasonable timeline to ensure timely completion.

### **3.01.05 DEPARTMENT GENERAL ORDERS**

Once adopted, DGOs remain in effect until amended, superseded, or rescinded by the Police Commission.

#### **A. INITIATION OF GENERAL ORDER REVISIONS**

1. **Annual General Order Review List** – This is the standard list of DGOs that are scheduled for revision during each calendar year. The Annual General Order Review List should generally include no more than 25 DGOs. This list shall prioritize DGOs that have not been updated for over five years and should also identify DGOs that require DGO Community Working Groups. DGO Community Working Groups are convened by the Department to gather input from community members, department members and other stakeholders about specific DGOs. Prior to identifying the DGOs that should be assigned to community working groups, the PDD shall solicit feedback from the DPA. The final approval of the Annual General Order Review List including the DGO Community Working Group assignments shall be made by the CoP as this list defines the annual work plan for PDD, Executive Sponsors and SMEs. The CoP may confer with the President of the Police Commission prior to approval. This list shall be approved by CoP prior to November 30<sup>th</sup> to set the work plan for the following year.

Once the Annual General Order Review List is approved by the Chief of Police, PDD shall provide it to the Police Commission Office, DPA, the Community Engagement Division (CED), the Labor Relations Unit and the Public Affairs Unit.

#### 2. **Initiation by the Chief of Police**

There will be instances where the CoP initiates a DGO revision that is not included on the Annual General Order Review List. The Chief may initiate DGO creation or revisions for the following reasons:

- a. At the direction of the individual commissioners, through the CoP or at the direction of the Police Commission. This may be the result of DPA recommendation to the commission or through the urging of members of the public.
- b. The CoP may accept a recommendation from the DPA Executive Director to revise a DGO only if relating to the Serious Incident Review Board, Firearm Discharge Review Board or Disciplinary Review Board.
- c. When a 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 CoP for review. If approved, the memo will be forwarded to PDD.
- d. Based on changes in the law, training, stakeholder feedback, emerging trends, academic research, or other criteria that justifies policy changes.
- e. At the Chief's discretion.

The CoP, or designee, shall notify PDD within five (5) business days of the decision to initiate.

## **B. STANDARD GENERAL ORDER DEVELOPMENT PROCESS**

### **1. DGO DRAFTS**

The General Order development process will result in several DGO drafts. The following lists the drafts expected at the end of each completed development phase.

- a. Stage I Draft - The initial draft as developed in Stage I of the DGO development process and approved by the Executive Sponsor. This draft is developed in advance of DGO Community Working Group input.
- b. DGO Community Working Group Draft- The draft DGO that has been further revised based on recommendations submitted by a working group convened to provide a balanced perspective from internal and external stakeholders. This draft must be approved by the Executive Sponsor before moving to the next stage in development. Depending on the development pathway, this will be the draft submitted to concurrence.
- c. Stage II Draft - If there is no Policy Working Group assigned to a DGO development process, DPA is afforded the opportunity to provide written recommendations through an RG during Stage II. The recommendations may impact the draft DGO, resulting in a Stage II Draft. This draft must be approved by an Executive Sponsor before moving to the next stage in development. Depending on the development pathway, this will be the draft submitted to concurrence.
- d. Post-Concurrence Draft – This draft includes revisions and feedback from the concurrence attendees or may require additional research or opinions from the City Attorney's Office or internal SMEs at the conclusion of the concurrence meetings. This draft may be discussed at multiple concurrence meetings and will be sent to the CoP for final decisions and approval ahead of submission to the

- Commission office.
- e. Commission Draft - The final DGO draft that has been approved by the CoP and forwarded to the Police Commission Office by WDU for agendizing and for adoption.

## 2. STAGE I – Draft Development

- a. The PDD shall manage all notifications relating to DGO development. PDD is responsible for soliciting Executive Sponsor determined Stage I development timeline and start dates relating to the Annual General Order Review List and the CoP initiated DGOs. These timelines determine the annual workplan for PDD members, Executive Sponsors and SMEs. The Stage I development timeline shall not exceed 40 business days from the designated start date.
- Annual General Order Review List: Executive Sponsors shall determine timelines and start dates for their respective DGOs by February 1<sup>st</sup> of each year.
  - CoP Initiated DGOs: Executive Sponsors shall determine timelines and start dates for their respective DGOs initiated by the CoP within 10 days of the PDD notification.
  - PDD shall send the list of Executive Sponsor determined timelines to DPA and the Commission Office as soon as it is finalized.
- b. Once the development start-date is determined and within the Stage I development period, PDD will solicit feedback from community and department members. PDD shall post the active DGO to be revised on the Department Policy Public Input webpage and provide community and department members 20 business days to submit guidance on revision needs. PDD shall provide copies of the feedback to the DPA at the close of the public input period. Nothing in this subsection precludes PDD from seeking additional feedback directly from members throughout the development process. All feedback shall be captured in an RG.
- c. The respective Executive Sponsor shall assign a SME to consult the Policy Development Unit (PDU) as a member of PDU will serve as the primary policy writer and will maintain version control of the draft policy. The PDU and SME shall consider member and community feedback, existing Department Bulletins/Notices, local, state, or federal law changes, community needs, Department identified policy goals and thorough research of other law enforcement agency best practices. PDD will meet with the CoP to determine their policy revision priorities/recommendations.
- d. Anytime during Stage I, a member of PDU will request at least one meeting to discuss the revision goals between DPA, PDU and the assigned SME. The Executive Sponsor shall be notified and may choose to attend. Nothing in this subsection precludes DPA from requesting a meeting directly with the SME.
- e. Upon Executive Sponsor approval, PDD shall finalize the Stage I draft ahead of the next development phase. The Executive Sponsor must review and approve the Stage I draft during the 40 business-day development timeline.
- f. If there is a working group assigned, PDD will forward the Stage I draft to the Policy Working Group Unit (WGU). If there is no working group assigned, PDD will initiate Stage II.

### 3. DGO COMMUNITY WORKING GROUP- Draft Development

If required by the Annual General Order Review List, the DGO Community Working Group shall convene and shall review and discuss the Stage I draft. The first meeting should be held no later than 10 business days from the close of Stage I. The DGO Community Policy Working Groups are managed by PDD's Working Group Coordinator. The Working Group shall meet over a maximum period of 90 business days. Please see the current PDD Working Group Unit Order, the current Chief's Directive, and SF Admin Code §§ 67.3(c)(1); 67.4(a)(5) for working group procedures. These procedures are separate from the community engagement process set forth in SF Admin Code 96I.1(a). The convening or completion of the DGO Community Policy Working Group process may be considered sufficient community engagement and input to qualify for a waiver of the 96I.1(a) community engagement process, by the Chief of Police pursuant to SF Admin Code 96I.1(b).

The Department shall invite a DPA representative to participate in these working groups. When a DGO Community working group is convened, there shall be no Stage II and Concurrence shall be the next phase of development.

Working groups shall produce an RG that may impact the preparation of the Policy Working Group draft. The Executive Sponsor must approve the DGO Community Working Group draft no later than 15 business days after the final working group meeting. The Working Group Coordinator shall provide WDU with the DGO Community Working Group Draft and related RGs within five (5) days of receiving Executive Sponsor approval.

### 4. STAGE II – Draft Development

- a. Within five (5) business days of receiving approval from the Executive Sponsor in accordance with Stage I, PDD shall initiate Stage II, if required, by sending the Stage I draft and a blank RG template to the DPA Policy team. PDD shall notify the Police Commission Office of Stage II commencement.
- b. PDD will accept an RG from DPA within 20 business days of Stage II initiation and will confer with the SME and Executive Sponsor to determine which DPA recommendations will be included in the Stage II draft.
- c. Within 20 business days of receiving the recommendations from DPA, PDD shall provide DPA with Executive Sponsor approved department responses to the DPA RG and shall provide the Executive Sponsor approved Stage II draft to WDU.

5. CONCURRENCE MEETINGS: Concurrence is a process that occurs at the conclusion of either the DGO Community Working Group or Stage II and involves one or more meetings between the CoP, Assistant Chiefs, concerned Deputy Chiefs, concerned Director(s), the Executive Director of DPA or designees, PDD members, and the SME assigned to the DGO. This process provides all parties an opportunity to openly discuss the draft DGO before submitting it to the Police Commission for public consideration.

Within five (5) days of receiving either the Community Working Group draft or the Stage II Draft, WDU shall assign a concurrence meeting date & confirm SME and Executive Sponsor availability.

WDU shall provide all concurrence materials to concurrence parties at least five (5) business days before the first meeting. Concurrence materials include the draft DGO (clean and redline), all related RGs and, if available, the written summary from the SF Admin Code 96I.1(a) community engagement neutral facilitator. WDU shall track all substantive edits resulting from concurrence discussions and agreements.

Concurrence meetings must conclude within 40 business days from the date of the first concurrence meeting. Final approval for any changes to the post-concurrence draft shall be determined by the CoP no later than 15 business days after the final concurrence meeting. During this 15-day period, the CoP may accept a meeting requested by the executive Director of DPA relating to any unresolved policy development dispute that occurred during the concurrence process.

6. EXTENSION REQUESTS: Each timeline in the development process shall be followed. Should PDD need more time to complete a particular development phase, PDD shall submit an extension request to the Chief of Police, via email, and shall copy the Police Commission President, the Executive Director of DPA, the DPA policy team, and other SFPD units, as needed. The extension request shall include good cause for the request, the current phase of development, the original deadline, the number of days requested and the new proposed deadline.

Within 5 business days of receiving the request, the Chief, or designee may modify, deny, or approve of the request after conferring with the President of the Police Commission.

If there is a dispute relating to denial or approval of the request between the President of the Commission and the CoP, the Police Commission President has the final authority for dispute resolution.

Should the CoP need an extension relating to the Chief's role in the development phase, the CoP shall request an extension through the President of the Police Commission of good cause for the extension, the current phase of development, the original deadline, the number of days extended and the new proposed deadline.

DPA may submit their extension requests directly to the President of the Police Commission.

7. SUBMISSION TO THE POLICE COMMISSION OFFICE: WDU is responsible for finalizing the commission submission draft and routing it and all supporting documents (noted below) to the CoP for final sign-off. Routing shall not exceed 15 business days. Upon CoP approval, and within five (5) business days of receipt from the Chief's Office, WDU shall submit the proposed commission draft DGO digital package to the Commission Office for distribution and Police Commission agendaing. The digital package shall also be submitted to the CoP and the Executive Director of DPA.

The Digital Package submission shall include the following:

- One clean version of the revised DGO.
- One redlined version of the DGO (this is not required for new DGOs)
- All RGs relating to the revision of the DGO.

- Neutral Facilitator’s Written Summary pursuant to SF Admin Code 96I.1(a), if available or applicable.
- CoP Waiver Letter per SF Admin Code 96I(b), if applicable

**C. EXPEDITED DGO DEVELOPMENT** – As an alternative to the Standard development process as outlined in 3.01.05(B), the CoP may authorize an expedited development process of a DGO and must notify the Police Commission via the commission office regarding the reasons for the decision to expedite. Use of the expedited process shall be considered on a case-by-case basis but should be primarily utilized to address changes in the local, state or federal laws, operational needs or changes in organizational structure. The CoP shall notify PDD within five (5) business days of the decision to expedite.

1. Upon receiving notice of the CoP’s approval of the expedited process, PDD shall notify the DPA policy team, the Labor Relations Unit, the Executive Sponsor and SMEs of the expedited DGO revision.
2. PDD’s Policy Development Unit shall confer with the Chief’s Office, the DPA Policy Team, ES and SME to complete draft revisions and submit to the Chief’s Office within 20 business days of PDD’s notification to the parties listed above.
3. The CoP shall confer with the President of the Police Commission within five (5) business days of receiving the draft DGO. The COP shall approve a commission draft within five (5) days of that conference with the President of the Police Commission.
4. DGOs drafted through the expedited development process require immediate action and in these circumstances the CoP should consider granting a waiver by the Chief of Police of the community input requirements pursuant to SF Admin 96I.1(b).
5. Within five (5) business days of receipt from the Chief’s Office, WDU shall submit the proposed commission submission draft DGO digital package, which includes a clean and redline version of the draft DGO and, if applicable, the CoP Waiver Letter per SF Admin Code 96I(b). WDU will submit the digital package to the Commission Office for distribution and agendizing.

**D. COMMISSION-LED DGO DEVELOPMENT** - As an alternative to the Standard and Expedited DGO development process outlined in 3.01.05 (B) and (C), the Commission may determine the need for a DGO to be created or revised by the commission. The commission resolution should outline whether the CoP or a commissioner is responsible for drafting, the deadline for drafting, and the review process. At least one department SME shall be assigned by the Department to review the proposed DGO for operational impact.

Before agendizing any proposal to establish, modify, or abolish policies or procedures related to Department operations, the Police Commission shall first publish a notice regarding the proposal on its website. The Department shall then have 90 days to hold community meetings to solicit public feedback on any existing policies or procedures that may be affected, with at least one community meeting at each district station. Each community meeting shall have a neutral facilitator selected jointly by the Chief of Police and the Commission President. The facilitator shall chair the meetings, encourage dialogue between community members and the Department and Commission, and post written summaries online before any Commission meeting where any proposed change will be considered. The purpose of this community engagement shall be to describe the existing policies and procedures, solicit feedback on their implementation and

impacts, and identify possible changes, rather than to consider specific draft proposals or to advocate for particular positions or changes. The Chief of Police may waive this requirement, based on whether the proposed changes are unlikely to have a substantial impact on the Department's ability to serve the community, the amount of public feedback already received on the subject matter, the need for immediate action, and such other factors as the Chief may deem appropriate.

The convening or completion of the DGO Community Working Group process for a DGO may be considered sufficient community engagement and input to qualify for a waiver by the Chief of Police pursuant to SF Admin Code 96I.1(b). The Police Commission may provide additional guidance to the CoP regarding what conditions and circumstances merit a waiver (SF Admin Code 96I.1(b))

The commission may begin holding public meetings on proposed changes only after the commission president and CoP have consulted each other, at the close of the 90-day community engagement period on whether the community meetings are complete.

### **3.01.06 MANUALS**

**A. Initiation of a Manual** - Manuals are initiated by Assistant Chiefs or Deputy Chiefs overseeing the discipline outlined in each Manual. When feasible, manuals should be updated soon after the adoption of the corresponding DGO.

**B. Development of a Manual**

1. The respective Executive Sponsor shall determine the Manual development timeline, not to exceed 120 business days. This timeline will be communicated to WDU.
2. The affected Executive Sponsor may 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
3. Upon Executive Sponsor approval, the SME shall send the updated draft to WDU. WDU shall send the draft Manual to the DPA Policy team with a blank RG template. The WDU will accept recommendations from DPA within 30 business days of sending the Manual to DPA.
4. Upon receipt, the WDU will provide the DPA RG to the SME & Deputy Chief for review. The SME and Executive Sponsor will determine which DPA recommendations will be incorporated into the draft Manual and may request assistance from the Policy Development Unit for inputting and tracking changes. The SME and the Executive Sponsor are responsible for responding to DPA's RG within 30 business days of receiving it from WDU.
5. Once approved by the Executive Sponsor, 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. WDU shall provide concurrence parties a period of 30 business days to review before meeting as part of the

concurrence process.

**C. Concurrence & Approval: Manuals** – Aside from the 30-day noticing requirement, Manuals follow the same concurrence process as DGOs (3.01.05(B)(5)). Manuals are approved by the CoP but, upon request from the Commission, may be reviewed by the Commission to determine whether there are any conflicts with approved DGOs. If requested to be reviewed by the Police Commission, the commission office shall first post a notice pursuant to SF Admin Code 96I.1(a). Please see process noted in 3.01.05(D).

### **3.01.07 DEPARTMENT NOTICES (DN)**

#### **A. Initiation and Drafting of a Notice**

Any member or professional staff may draft a DN and send it with a memorandum through their chain of command for approval. If approved, the memo shall be forwarded to PDD to manage the concurrence process and issue to members.

If the subject of the DN falls into the following categories, WDU shall notify the SME that they should consult with DPA during the drafting process:

- Fourth Amendment issues
- Bias and Bias-Free Policing
- Body-Worn Cameras
- Rights of Onlookers
- Policy Failure findings and recommendations resulting from disciplinary investigations based on a referral to WDU from the Risk Management Office (RMO).

If the SME and Executive Sponsor of the DN decide not to accept DPA recommendations, they shall notify WDU so it can be noted in the web-based concurrence process. In exceptional circumstances where it is necessary to protect the health or safety of Department members or the public, the CoP may issue a DN related to the above categories without DPA consultation. After the fact, the CoP shall provide a written explanation to the Police Commission and DPA.

For standard DN development, the SME may consult with the City Attorney's Office or other internal or external stakeholders.

**B. Concurrence & Approvals: Department Notices** - DN concurrence involves a web-based platform that automatically routes draft DNs to impacted members of command staff. DN concurrence is initiated by WDU upon the SME's submission of the draft DN, after PDD receives the approved initiation memo. Concurrence may include concerned Assistant Chiefs, Deputy Chiefs or, Commanders. The web-based platform will advance DNs through the process after five business days. DN's are approved and signed by the CoP. WDU shall send post-concurrence draft DNs addressing DPA-involved categories to DPA prior to publication.

**C. Expedited DNs-** DNs may be expedited, on a case-by-case basis, at the approval of

the Commanding Officer of PDD. The expedited process allows WDU to process the DN outside of the web-based platform but requires review at the very least by the SME, Commanding Officer of PDD, and an Assistant Chief before being routed to the CoP for signature.

### **3.01.08 BUREAU ORDERS**

Bureau Orders contain directives issued by the Head of a Bureau, typically a Deputy Chief. Bureau Orders are directives that apply to specific operations within their bureaus.

- 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 Head of the Bureau. Memorandum review should take no longer than 30 business days.

Upon approval, the Head of the Bureau shall confirm the SME responsible for drafting and set the deadline for completion.

All Bureau Orders shall be submitted to WDU to manage the concurrence process. WDU shall notify DPA five (5) business days before any bureau order is published.

- B. **Concurrence & Approvals: Bureau Orders** - Concurrence involves a web-based platform that automatically routes the draft Bureau Order to impacted members of command staff. Upon submission by the SME and approval from the Head of the Bureau, concurrence is initiated by WDU. Concurrence for Bureau Orders is limited to the Assistant Chief and head of the respective Bureau. The web-based platform will advance the draft Bureau Order through the concurrence process after five (5) business days. Once approved, WDU will forward to the Head of the Bureau for signature. The Deputy Chief of each Bureau shall ensure members of their Bureau comply with the provisions of all Bureau Orders.

### **3.01.09 UNIT ORDERS**

Unit Orders contain directives issued by the leadership of the unit. Unit Orders are directives that apply to specific unit operations. Unit Orders do not have the authority to direct member activities outside of that unit.

- 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, or professional staff in charge of the unit. Memorandum review should take no longer than 30 business days. The approving commanding officer or professional staff shall designate the SME responsible for drafting the Unit Order, should set the deadline for completion and shall notify WDU.

These orders are to be reviewed and updated, if necessary, upon assignment of new commanding officer. If an update is necessary, unit leadership will communicate this to the WDU for tracking purposes. The Commanding Officer or professional staff in charge of the unit 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** - Concurrence involves a web-based platform that automatically routes draft Unit Orders to impacted members of command staff. Upon submission by the SME and approval of the Commanding Officer or professional staff in charge of the unit, concurrence is initiated by WDU. Concurrence is limited to the Assistant Chief and Deputy Chief of the unit affected. The web-based platform will advance the draft Unit Orders through the concurrence process after (5) five business days. Once approved, the Commanding officer or professional staff in charge of the unit shall signoff on the Unit Order and WDU will publish on the department intranet.

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

### 3.01.10 DEPARTMENT FORMS

Forms may be Department-wide or unit specific. WDU will notify the Language Liaison so they can determine whether public facing forms require translation services.

- A. **Initiation and Amendment of a Form** - Any member or professional staff may request the initiation, amendment, or deactivation of a Department Form by submitting a memorandum through the chain of command to the member's Assistant Chief and informing WDU.

Upon approval, the Assistant Chief shall designate the SME and request that WDU manage the form creation and update. The SME should consider all federal, state, and local legislative updates and requirements and, at the direction of the Assistant Chief, may seek feedback from the City Attorney's Office or outside stakeholders.

- B. **Concurrence: Forms** - Concurrence involves a web-based platform that automatically routes draft forms to impacted command staff members. Upon submission by the SME to WDU, concurrence is initiated by WDU. Concurrence may include concerned Assistant Chiefs, Deputy Chiefs, or Commanders. The web-based platform will advance the draft forms through the concurrence process after (5) five business days.

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 or the public-facing website.

### 3.01.11 MEMORANDA OF UNDERSTANDING (MOUs) AND OTHER AGENCY AGREEMENTS

Memoranda of Understanding is a formal agreement between two or more parties that outlines how they will work together and can include the purpose of the agreement as well as the terms, details, and responsibilities of each party. While not a written directive, these

agreements may impact or require the need for a new Department written directive.

- 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. Drafting, Review and Routing -**The Chief or designee shall assign a member of command staff to act as the MOU lead to manage the drafting, review and discussions with the other parties. The Legal Unit shall be responsible for routing the MOUs and shall ensure any affected Bureau or Unit's Assistant Chief reviews MOUs ahead of routing further. Once approved by the Assistant Chief, the Legal Unit shall submit the MOU to the City Attorney for review and advice. The City Attorney will provide comments and edits to the affected Assistant Chief or Chief's designee for review. The Legal Unit shall submit the MOU to the Chief of Police for final approval and signature.

An MOU which impacts a DGO or that is governed by a statute outlined in the City Charter, shall be submitted to the Police Commission for approval prior to the Chief's final execution of the agreement.

### **3.01.12 MEET AND CONFER PROCESS**

All written directives that address matters that are within the Members' scope of representation must comply with the meet-and-confer process and the Labor Relations Unit shall manage this process. Members outside of the Labor Relations Unit are not authorized to negotiate policy and procedural language with the bargaining units.

### **3.01.13 DISCLOSURE**

The commission, relative to the affairs of the department, shall deal with administrative matters solely through the department head or their designee. The Police Commission, or any individual Commissioner may request copies of the Department's written directives listed in this this order, through the CoP or designee.

The Department's Legal Division shall promptly disclose copies of written directives requested by the DPA except where disclosure to the DPA is prohibited by law. (S.F. Charter Sec. 4.136(j) and S.F. Admin. Code Sec. 96.3.)

### **3.01.14 ACCOUNTABILITY AND ACKNOWLEDGEMENT**

Members are expected to have a working knowledge of all directives applicable through their respective assignment and comply with their provisions. All Department members shall acknowledge every Department General Order (DGO), Department Notice (DN), Department Manual (DM) and any other document that is issued by WDU and is entered into the Department's electronic sign-off system within (30) thirty days of being uploaded into the system by WDU.

Bureau Commanding Officers are responsible for auditing compliance of their member sign-off of the policy documents.

**References**

DGO 2.01, General Rules of Conduct

DGO 5.20, Language Access Services for Limited English Proficient Persons

Chief's Directive: Community Working Groups

DRAFT