

## 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.* The Department’s Written Directives Unit (WDU) shall be responsible for facilitating and publishing written directives covered in this general order. **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

~~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 PARTIES AND GENERAL ROLES IN POLICY DEVELOPMENT DEFINITIONS & TERMS

WRITTEN DIRECTIVE	DESCRIPTION
3.01.04 DEPARTMENT GENERAL ORDERS (“DGO”)	<ul style="list-style-type: none"> <li>● <del>The Department’s most authoritative and permanent directives.</del></li> <li>● <del>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.</del></li> <li>● <del>Include definitions and procedural outlines relevant to, and enforceable upon, the entire Department.</del></li> <li>● <del>Per SF Charter Section 4.102 these policies are set and adopted by the Police Commission at a public hearing.</del></li> <li>● <del>Reviewed and updated as necessary; every one (1), three (3), or five (5) years depending on a tiered system of priority.</del></li> </ul>

3.01.05  
MANUALS

- ~~A document that details protocols and procedures of the Department's daily operations.~~
- ~~Pertain to the entire Department unless narrower applicability is specifically noted in the body of the Manual.~~
- ~~Shall comply with related Police Commission~~

	<p>adopted DGOs.</p> <ul style="list-style-type: none"> <li>• Updated no later than every five (5) years.</li> </ul>
<p>3.01.06 DEPARTMENT- NOTICES (“DN”)</p>	<ul style="list-style-type: none"> <li>• Department wide announcements regarding administrative matters, legal updates, or policy or operational changes that are immediately effective. However, DNs that are within the scope of representation are effective upon the completion of the meet and confer process.</li> <li>• If a DN pertains to a DGO, the DGO shall be updated with the contents of the DN during the designated DGO revision timelines.</li> <li>• DN’s shall not be used to amend, substantively change, or contradict DGOs.</li> <li>• There shall be a designated expiration date not to exceed three (3) years.</li> </ul>
<p>3.01.07 BUREAU ORDERS</p>	<ul style="list-style-type: none"> <li>• Directives that apply to operations within specific bureaus issued by the Deputy Chief of the bureau affected.</li> <li>• Updates determined by the Deputy Chief, no longer than every five (5) years.</li> </ul>
<p>3.01.08 UNIT ORDERS</p>	<ul style="list-style-type: none"> <li>• Directives that apply to specific unit operations issued by the Commanding Officer or Officer in Charge of the unit.</li> <li>• Unit protocols and procedures that ensure consistency in practice and advancement of organizational goals.</li> <li>• Updates determined by Officer in Charge, no longer than every five (5) years.</li> </ul>
<p>3.01.09 DEPARTMENT FORMS</p>	<ul style="list-style-type: none"> <li>• Department Forms standardize the communication of information relevant to Department operations.</li> <li>• Forms may be for internal or external use.</li> <li>• Updated as needed.</li> </ul>
<p>3.01.10 MEMORANDA OF UNDERSTANDING</p>	<ul style="list-style-type: none"> <li>• Formal agreements between two or more parties that outline purpose of agreement, terms, details, and responsibilities of each party.</li> <li>• May involve the Department and other City agencies or external parties.</li> <li>• Expiration date listed within each MOU.</li> </ul>

<b>INVOLVED PARTIES</b>	<b>GENERAL ROLE IN DEVELOPMENT</b>
<p>Chief of Police (“CoP”)</p>	<p>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 all written directives before they are sent to the Police Commission office or are issued directly to members.</p>

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	<del>The department unit that conducts certain meet and confers as delegated by the Department of Human Resources (DHR) or as designated by the Department, relating to labor organizations. Charter §10.102—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.</del>
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 3.01.03 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.*

~~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. The list requires 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, a Department 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** – Department 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.~~
- ~~3. **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, the 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.~~

### 3.01.05 ~~3.01.04~~ DEPARTMENT GENERAL ORDERS

Once adopted, 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 Department Community Policy Working Groups as described in 3.01.04.F.~~

#### A. ~~INITIATION AND AMENDMENT OF GENERAL ORDERS~~

**REVISIONS** - ~~A DGO may be initiated or amended under the following circumstances:~~

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 26 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 CoP, 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. ~~1. At the direction of individual commissioners, through the CoP or at the Police Commission as a whole or the President of the Commission, acting independently or through an assigned Commissioner. This may be the result of DPA recommendation to the commission or through the urging of members of the public.~~

~~2. At the recommendation of DPA through the Police Commission. DPA shall give the Chief of Police ten (10) business days' notice before submitting a proposed DGO to the Police Commission.~~

b. ~~The CoP may accept a~~ At the recommendation from the ~~of the~~ DPA Executive Director to revise a DGO ~~through the Chief of Police~~ **only** if relating to the Serious Incident Review Board, Firearm Discharge Review Board or Disciplinary Review Board.

c. ~~At the direction of the Chief of Police:~~

When a ~~Department~~ 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 Chief of Police for review.

d. ~~When required by~~ 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~~ Per the annual General Order Review list, as approved by the Commission President.

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

~~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.~~

## **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 agendaing and for adoption.

## **2. Stage I– ~~SME~~ Draft Development**

a. ~~The Chief will notify the Commanding professional staff or Commanding Officer of the bureau that oversees WDU upon the initiation of a DGO. 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.

~~amendment or new DGO. The Commanding professional staff or Commanding Officer shall facilitate the DGO process through the WDU.~~

- 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 a RG. WDU will notify the affected Assistant Chief, Deputy Chief, professional staff, and DPA.~~
- 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/recommendation. affected Deputy Chief or professional staff shall assign an SME and shall determine the development timeline, not to exceed ninety (90) business days, unless the DGO is assigned to a Commission mandated Department Community Working Group. If a Commission mandated Department 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. ~~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. 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. ~~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. The affected Deputy Chief or Chief's designee will accept an initial DPA policy recommendation 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. ~~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. 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.~~

- g. ~~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.~~
- h. ~~The affected Deputy Chief or Chief's designee will assign a member, sworn 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, sworn or professional staff is someone other than the SME, this initial draft shall be sent to the SME for review and revision.~~
- i. ~~If required, the Department 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.~~
- j. ~~Upon Deputy Chief or professional staff approval, the SME shall send the SME draft to WDU to 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 – Concurrence Draft Development

- a. Within five (5) business days of receiving approval from the Executive Sponsor ~~SME-draft 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.

~~3.01.04(C)(2)(j), WDU shall send to DPA for review and notify the Police Commission office of the commencement of Stage II.~~

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

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. ~~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 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.~~

**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 and hold 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 step of the process-~~ ~~outlined in DGO 3.01~~ 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 OF FINAL DRAFT 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.

~~capturing and consolidating all substantive edits decided in the concurrence process and non-substantive formatting edits in the draft DGO.~~ Upon CoP Chief of Police approval, and within five (5) business days of receipt from the Chief's Office, WDU shall submit the proposed commission draft DGO digital package draft to the Commission Office for distribution and Police Commission agendaizing and to. The digital package shall also be submitted to the CoP and the Executive Director of DPA:

- One unmarked copy of DGO: clean version of the draft DGO
- One redlined version of the DGO (this is not required for new DGOs) For amended DGOs, a document comparing the previous version of the DGO to the proposed version, which includes authorship of recommended changes.
- All RGs relating to the revision of the DGO A completed recommendation grid containing all DPA and other working group feedback, including recommendations that the Department did not accept. DPA may also separately submit materials to the Commission in support of their recommendations, even if the Department did not agree. DPA shall copy the Chief of Police on its submissions to the Commission.
- 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

~~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.~~

~~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



**C. EXPEDITED DGO DEVELOPMENT PROCESS**— 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. ~~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.~~

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. ~~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.~~

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. ~~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.~~

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

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

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 gendizing.

~~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.~~

**D. COMMISSION-LED DRAFT DEVELOPMENT** - As an alternative to the **Standard and Expedited DGO development process outlined in 3.01.05 (B) and (C), process set forth in 3.01.04(C)(1-2),** 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.

~~Commission initiated General Orders, pursuant to 3.01.04(A)(1) and San Francisco City Charter Section 4.109, may be drafted and adopted in the following manner. The Commission may draft a proposed General Order in the first instance and shall issue its proposed General Order to the following individuals and groups, who may review the proposed General Order and provide comment to the Commission:~~

- ~~1. Chief of Police or designee~~
- ~~2. Department of Police Accountability~~
- ~~3. Members of the public~~

~~The Commission shall, in its discretion, set a deadline by which any responsive comments must be received by the Commission in order to be considered. The Commission may revise the proposed General Order in response to any received comments. The Commission may adopt the proposed General Order after a public~~



hearing.

~~Before the DGO is adopted, the Commission may provide the Commission-initiated DGO to the Department. The Department shall post the draft policy on the SFPD website and will provide members of the public and Department members thirty (30) business days to submit recommendations. At the end of the public comment period, the Department shall send all public comments to DPA and the Commission for review and consideration.~~

~~Commission-initiated DGOs developed under this section are exempt from Simultaneous Concurrence set forth in 3.01.04.E.~~

~~C. **Public Review Process** - Prior to submitting a draft to Simultaneous Concurrence, the Department shall post the draft policy on the Department's website and will provide members of the public and Department members thirty (30) business days to submit~~

recommendations. The Department will provide DPA with a copy of the original recommendations and shall input all public comments into a recommendation 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.H.

~~D. **Simultaneous Concurrence: General Orders** Simultaneous Concurrence is a process that involves meetings among the Department and DPA representatives. This process 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.~~

~~WDU shall be responsible for 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.~~

~~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 the draft 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 recommendation grid containing all DPA and other working group feedback, including recommendations that the Department did not accept. DPA may also separately submit materials to the Commission in support of their recommendations, even if the Department 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. **Department Community Policy Working Groups** – Department 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.~~

~~Department 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.~~

1. ~~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.

2. 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.
3. Upon approval by the Chief of Police, a draft will be submitted to the Police Commission Office for public consideration.
4. Finalization of the DGO drafting shall take no more thirty (30) business days, or less if set forth by the Commission President.
5. 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.

### **3.01.06 3.01.05 MANUALS**

- A. **Initiation and Development of a Manual** - Manuals are initiated by Assistant Chiefs or Deputy Chiefs overseeing the operations outlined in each Manual, 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 soon after the adoption of with the corresponding DGO.
- B. **Development of a Manual:** 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.
  1. The respective Deputy Chief-Executive Sponsor shall determine the Manual development timeline, not to exceed 120 business days. This timeline will be communicated to WDU.

2. The affected ~~Deputy Chief will~~ **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 ~~Deputy Chief~~ **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, 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.**
4. **Upon receipt, the WDU will provide the DPA RG to the SME & Executive Sponsor for review. The SME and the 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 shall have a period of 30 business days to review before meeting as part of the concurrence process.**

**C. Simultaneous Concurrence & Approvals: Manuals -** ~~Aside from the 30-day noticing requirement, Manuals follow the same concurrence process as DGOs (3.01.05(B)(C)), 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 active 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). Unless the Manual contains restricted information, it shall be approved by the Police Commission in accordance with DGO 3.01.04(F). 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.~~

### **3.01.07 3.01.06 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 the member or professional staff who drafts the DN (the SME) shall consult with DPA during the drafting process.~~ ~~and notify WDU during the drafting process:~~

- Fourth Amendment issues
- Bias and Bias-Free Policing
- Body-Worn Cameras
- Rights of Onlookers
- ~~Issues arising from~~ Policy Failure findings and recommendations resulting from disciplinary investigations ~~complaints 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. 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 may issue a DN related to the above categories without DPA consultation review. After the fact, the Chief of Police 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.~~

~~A DN shall be used to announce 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 & Approvals: Department Notices** - DN concurrence involves a web-based platform, ~~that automatically routes draft DNs to impacted members of command staff.~~ ~~which is used to route draft DNs to concerned members of command staff for review.~~ 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.** ~~City Attorney or, if addressing DPA-involved categories, DPA (which retains the right to document its recommendations and submit to the Police Commission).~~ ~~The web-based platform will advance 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 ~~through the~~ concurrence process after (5) five business days. DN's are approved and signed off by the **CoP Chief of Police.** 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 3.01.07 BUREAU ORDERS**

Bureau Orders contain directives issued by the **Head of a Bureau, typically a Deputy Chief** ~~Bureau Commanding Officer or Commanding Professional Staff.~~ 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** ~~Commanding Officer or Commanding Professional Staff~~ overseeing that Bureau and ~~by notifying WDU.~~ *Memorandum review should take no longer than 30 business days.*

Upon approval, the **Head of the Bureau** ~~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 for tracking purposes.~~ **All Bureau Orders shall be submitted to WDU to manage the concurrence process.** DPA shall be notified 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 of the member in charge or professional staff, concurrence is initiated by WDU. Concurrence is limited to the Assistant Chief and the head of the respective bureau Deputy Chief of the Bureau concerned. 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 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.

### **3.01.09 3.01.08 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.* ~~Officer in Charge, or member in Charge and by notifying WDU. The approving commanding officer or professional staff officer, member, or professional staff shall designate the SME responsible for drafting the Unit Order, and should shall set the deadline for completion and shall notify WDU. 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. These orders are to be reviewed and updated, if necessary, upon assignment of new commanding officer. 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 WDUritten Directives Unit for tracking purposes. The Commanding Officer or professional staff in charge of the unit 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** - 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, ~~Officer in Charge, member in Charge~~ 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 ~~3.01.09~~ DEPARTMENT FORMS

Forms may be Department-wide or unit specific. ~~Form usage may be directed or recommended via other written directives.~~ WDU will notify the Language Liaison so they can determine whether public facing forms require translation services. ~~will coordinate translation of forms with the Department Language Liaison, per DGO 5.20. WDU will assign the required Department Form Number at the conclusion of concurrence.~~

- 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 ~~shall~~ 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. ~~, 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 ~~or~~ and the public-facing website.

### **3.01.11 3.01.10-MEMORANDA OF UNDERSTANDING (MOUs) AND OTHER AGENCY AGREEMENTS**

Memoranda of Understanding ~~is are~~ a formal agreements 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.~~ Pursuant to ~~Charter Section 10.102 Department of Human Resources,~~ “The Department of Human Resources shall be responsible for management and administration of all labor relations of the City and County.”

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 Drafting, Review and Routing –MOUs**  
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. ~~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 Legal Unit shall submit** the MOU ~~shall be submitted~~ 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** ~~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 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.~~

### **3.01.12 3.01.11-MEET AND CONFER PROCESS**

All written directives ~~materials, including but not limited to DGOs, DNs, Manuals, Bureau Orders~~ that address matters that are within the Members’ scope of representation must comply with the meet-and-confer process. **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 3.01.12 DISCLOSURE**

The commission, relative to the affairs of the department, shall deal with administrative matters solely through the department head or their designee. ~~Upon request, the Department shall provide~~ 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. ~~(DGO-3.01).~~

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 3.01.13 ACCOUNTABILITY AND 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 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 issuance.**

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  
~~DGO 10.08, Use of Computers and Peripheral Equipment~~  
Chief's Directive: Community Working Groups  
~~SFPD Record Destruction Schedule~~