



**San Francisco Police Department  
Professional Standards & Principled Policing Bureau  
Department of Justice Compliance**

<p><b>Individual Recommendation Report</b></p> <p><b>Bureau:</b> Chief of Staff</p> <p><b>Rec. Number:</b> 18.2</p> <p><b>Assigned To Project Manager:</b> Captain John Jaimerena</p> <p><b>Prepared by:</b></p> <p><b>Priority:</b> Medium</p>	<p><b>Reserved For PSPPB Only</b></p> <p><input type="checkbox"/> President's Task Force</p> <p><input type="checkbox"/> Blue Ribbon Panel</p> <p><input type="checkbox"/> CJTF SF Bar Association</p> <p><input type="checkbox"/> Department of Police Accountability</p> <p><input type="checkbox"/> Civil Grand Jury:</p>
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**DOJ Recommendation #:** 18.2

The SFPD should create an on-scene checklist for use of force incidents.

**DOJ Objective: Use of Force**

**Executive Summary:**

The Department of Justice made a finding that the SFPD does not adequately investigate use of force (Finding 18). I was assigned Recommendation 18.2: "The SFPD should create an on-scene checklist for use of force incidents.

Department General Order 5.01 "Use of Force" (issued 12/21/16), Department Bulletin 17-006 "Supervisory Use of Force Evaluation Form 575B" (issued 1/9/17), and "Supervisory Use of Force Evaluation Form - Step By Step Completion Guide 575A" (issued 1/17) went into effect after the DOJ report. As such, this recommendation should be considered as implemented.

Department General Order 5.01 (Section VII B 2 Supervisor's Responsibility) describes in detail how a supervisory evaluation is conducted during a use of force investigation. Under "Supervisor's Responsibility" it states:

"When notified of the use of force, the supervisor shall conduct a supervisory evaluation to determine whether the force used appears reasonable and within the provisions of this order. The supervisor shall:

- a) Immediately respond to the scene unless a response is impractical, poses a danger, or where officers' continued presence creates a risk. When more than one supervisor responds, the responsibility shall fall on the senior supervisor;
- b) Ensure the scene is secure and observe injured subjects or officers;
- c) Ensure that witnesses (including officers) are identified and interviewed, and that this information is included in the incident report. The number of witnesses may preclude identification and interview of all witnesses, however supervisors shall ensure identification to the best of their ability;
- d) Ensure photographs of injuries are taken and all other evidence is booked;



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- e) Remain available to review the officer's incident report, supplemental incident report and written statement at the direction of the superior officer. A supervisor shall not approve an incident report or written statement involving a use of force that does not comply with the requirements as set forth in VII.B. 1. above;
- f) If applicable, ensure the supervisor's reason for not responding to the scene is included in the incident report.
- g) Complete and submit the Supervisory Use of Force Evaluation form, indicating whether the force used appears reasonable, by the end of watch;
- h) Complete the Use of Force Log (SFPD 128) and attach one copy of the incident report by the end of watch."

Department Bulletin 17-006 "Supervisory Use of Force Evaluation Form" describes the supervisory responsibilities regarding documentation for use of force incidents. It also includes a section for preliminary finding by the supervisor, lieutenant, and captain of the officer involved. Under SFPD Form 575A, a new field has been included to determine whether Body Worn Camera footage was reviewed during a supervisor's investigation.

**Purpose:**

The SFPD should create an on-scene checklist for use of force incidents.

**Policy:**

See DGO 5.01 Section VII B2; SFPD Form 575A; and SFPD Form 575B

**Audit (if applicable):**

DB 17-006

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

-DGO 5.01

-DB 15-237

-DB 17-006 (DB 15-237 Revision)

-Supervisory Use of Force Evaluation Form (Revised 3/15/17) SFPD Form 575B

-Step by Step Guide on completing the Supervisory Use of Force Evaluation Form 575A

-Use of Force Log (Revised to digital format 3/15/17)

**Supporting Documentation: (Learning Domains, Power points, Lesson Plans, Policies)**

**Implementation, training & records (How to prove we did what we said?)**