

Memorandum

San Francisco Police Department



To: Captain Mark Cota #1335
Commanding Officer
Risk Management Division

From: Lieutenant Lynn Reilly #1141 *for*
Legal Division

Date: Thursday, April 21, 2022

Subject: DPA Document Protocol Quarterly Report - 1st Quarter 2022

	APPROVED	YES	NO
COMMANDER F. [Signature]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RISK MANAGEMENT OFFICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistant Chief Robert [Signature] Moser #1434	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief of Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issue:

Below is a compilation of statistical data regarding the San Francisco Police Department's provision of documents to the Department of Police Accountability from the time period of **01/01/2022 – 03/31/2022 (1st Quarter)**.

Discussion:

The following report is offered in accordance with Section VII of the Protocol between the Department of Police Accountability and the San Francisco Police Department regarding responding to written requests for documents.

Routine requests for documents received at bureaus, divisions, units, stations, and details were not logged in formally at the Legal Division. However, copies of the requests received are kept in a monthly file.

- I. The number of DPA written requests received at the Legal Division for documents within each category (Routine, Non-Routine, and Juvenile);

a. Juvenile	3
b. Non-Routine	127
c. Routine	163
Total	293

- II. The number of requests within each category for which there was a timely production;

a. Juvenile	0
b. Non-Routine	105
c. Routine	138
Total	243

III. The number of requests within each category for which there was a timely notification of an extension of time for production;

a. Juvenile	0
b. Non-Routine	3
c. <u>Routine</u>	<u>0</u>
Total	3

IV. The number of requests within each category for which there was an untimely notification of an extension of time for production;

a. Juvenile	0
b. Non-Routine	0
c. <u>Routine</u>	<u>0</u>
Total	0

V. The number of requests within each category for which there was a late production;

a. Juvenile	0
b. Non-Routine	13
c. <u>Routine</u>	<u>14</u>
Total	27

VI. The number of requests within each category for which there was a denial or a partial denial of disclosure and the legal/factual basis therefore;

a. Juvenile	3
b. Non-Routine	0
c. <u>Routine</u>	<u>0</u>
Total	3

VII. The status of any non-routine request(s) that remain pending at the close of the reporting period for which there is a dispute between the Department and DPA;

a. Juvenile	0
b. Non-Routine	0
c. <u>Routine</u>	<u>0</u>
Total	0

VIII. The status of any request(s) that remain pending at the close of the reporting period;

a. Juvenile	0
b. Non-Routine	5
c. <u>Routine</u>	<u>12</u>
Total	17

IX. Recommendations, if any, for improvements to this protocol and the procedures used to ensure timely responses by the Department and to

DPA requests for documents and other materials, and for the effective use of SFPD staff and resources in responding thereto.

No recommendations at this time

Conclusion:

This report satisfies the reporting requirements under section VII of the SFPD/DPA Document Protocol.

Recommendation:

Please review and forward to The San Francisco Police Commission.

Attachments:

1st Quarter 2022 DPA/SFPD Application print out.



LONDON BREED
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
Department of Police Accountability
ONE SOUTH VAN NESS AVENUE, FLOOR EIGHT
SAN FRANCISCO, CA 94102



PAUL DAVID HENDERSON
EXECUTIVE DIRECTOR

March 11, 2022

To: Vice President Cindy Elias
Members, San Francisco Police Commission

Re: SFPD First Quarter 2022 Document Protocol Report

Dear Vice President Elias and Commissioners:

This letter supplements the San Francisco Police Department's 2022 first quarter report concerning documents requested by DPA under the DPA-SFPD document protocol. In compliance with the established protocol, Chief of Investigations Erick Baltazar reviewed and discussed the Department's 2022 first quarter report with Lieutenant Lynn Reilly, the Officer in Charge of the Legal Division.

During the first quarter of 2022, the DPA made 293 document requests. Of the 293 document requests, 27 requests were untimely produced and three (3) requests for juvenile records were denied. SFPD requested extensions for three (3) document requests in a timely manner. Seventeen (17) requests remained open at the end of the first quarter.

Sincerely,

Paul Henderson
Executive Director