

CINDY ELIAS President

Vice President

LARRY YEE Commissioner

JAMES BYRNE Commissioner

JESUS YANEZ Commissioner KEVIN BENEDICTO

Commissioner

Secretary

DEBRA WALKER Commissioner

Sergeant Stacy Youngblood

MAX CARTER-OBERSTONE

March 7, 2024

Chief William Scott Chief of Police

Dear Chief Scott:

At the meeting of the Police Commission on Wednesday, March 6, 2024, the following resolution was adopted:

RESOLUTION 24-40

APPROVAL OF REVISED DEPARTMENT GENERAL ORDER 10.02, "EQUIPMENT," TO USE IN MEETING AND CONFERRING WITH THE EFFECTED BARGAINING UNITS AS REQUIRED BY LAW, WITH LABOR INSTRUCTIONS PROVIDED IN RESOLUTION NO. 23-30;

RESOLVED, that the Police Commission hereby approves revised Department General Order 10.02, "Equipment," for the Department to use in meeting and conferring with the effected bargaining units as required by law; and be it

FURTHER RESOLVED, that labor instructions are provided in Resolution No. 23-30, Police Commission Directions Regarding Police Department and Department of Human Resources Labor Negotiations with Effected Bargaining Units regarding Department General Orders.

AYES: Commissioners Benedicto, Walker, Byrne, Yanez, Vice President Carter-

Oberstone and President Elias

EXCUSED: Commissioner Yee

Very truly yours,

Sergeant Stacy Youngblood

Secretary

San Francisco Police Commission

1211/ks

cc: Captain D. Toomer/PDD, Manager A. Steeves/PDD, Gloria Rosalejos/WDU, Director L. Preston/Labor Relations

Rev. 02/08/24 Eff. XX/XX/XX

Equipment

This order specifies required and optional equipment, and its safekeeping, for both uniformed and non-uniformed members of the Department.

10.02.01 POLICY

A. GENERAL RESPONSIBILITIES OF MEMBERS

1. SAFEKEEPING AND USE - Members are responsible for the safekeeping and appropriate authorized use of their issued uniform and equipment items. Members shall maintain uniform and equipment items in a clean, serviceable condition in order to maintain a professional appearance. Members are also responsible for promptly reporting the loss, theft, or unserviceable condition of any issued uniform or equipment item.

Members shall be responsible for the maintenance, care and replacement of the standard uniform items as outlined in the current Police Officers' Association Memorandum of Understanding (MOU). For all other uniform items needing replacement, members must complete the Uniform and Equipment Replacement Form (SFPD 172) and submit the form to their Commanding Officer for approval. Members submit the approved form to the Property Control Division (PCD). PCD reviews the form and, if approved, returns the form and a voucher to the member to be used for the requisition of uniform and equipment. (See DGO 10.06, Uniform and Equipment Issuance and Replacement.)

Members shall not leave department equipment, including radios, tactical garments, ballistic vests, ballistic/riot helmets smart phones, Body Worn Cameras (BWC), or Department-issued electronic equipment, within the interior compartment of a police vehicle. Equipment left inside a marked or unmarked police vehicle SHALL be secured in the vehicle trunk. If the vehicle is not equipped with a locking trunk, (equipped with a release button that can only be activated when the keys to the vehicle are in the ignition or requiring a key to open the trunk), the equipment shall not be left inside the vehicle.

When a member separates from the Department, the Uniform Equipment Turn-In Form (SFPD 549A/549B), shall be used to document the return of specific uniform/equipment items that belong to the Department. Members can obtain the latest version of this form at the Police Range or Property Control Division.

B. DEPARTMENT-AUTHORIZED FIREARMS

Firearms authorized by the Department as primary on-duty weapons for members shall be of the type, make, model and caliber as recommended by the Training Division and approved by the Chief of Police.

- 1. OTHER WEAPONS In accordance with Penal Code § 12030 P.C., and subject to the requirements of local law, the Department Rangemaster, with the written approval of their Deputy Chief, may select weapons for use by officers of the Department from those booked with the Property Control Section that would otherwise be subject to destruction. The Rangemaster may issue such weapons to officers working specialized assignments, and the Crime Lab, for legitimate testing and comparison purposes with written authorization from their Deputy Chief and the Deputy Chief of the Administration Bureau. The Rangemaster may not issue such weapons to officers for use as secondary weapons.
- 2. THEFT OR LOSS OF FIREARM Members shall immediately report a loss or theft of any Department-issued or approved firearm to the police agency in the jurisdiction where firearm is lost or stolen and file an incident report. Members shall also immediately notify their Commanding Officer of the loss/theft and ensure the Department Operations Center (DOC) is also notified. Upon return to duty, the member shall submit a memorandum through their chain of command to the Chief of Police. The memorandum shall include a complete description of the weapon (including the serial number) and contain all the surrounding facts. The member shall send a copy of the memorandum to the Department Rangemaster. They shall attach the incident report to the memorandum or include the incident report number in their memorandum if the report is not available. A supervisory investigation shall also be completed regarding the loss or theft.
- 3. REPAIR OR ALTERATION OF FIREARMS Department owned firearms shall not be repaired or altered except as authorized by the Department Rangemaster or designated range personnel. Any authorized secondary firearms shall not be altered without authorization of the Department Rangemaster.
- 4. RANGE REQUALIFICATION Members must show proficiency with their Department-issued primary firearm in accordance with criteria and frequency as established by the Training Division.
 - Members performing their qualification shall use their Department-issued firearm. Firearms approved under any other provision of this order shall not be used during requalification.
- 5. FIREARMS SECURITY IN VEHICLES Members are responsible for knowing the location of firearm(s) under their care and control; and ensuring those firearm(s) are secure at all times, whether on or off duty. Members shall comply with the following

procedures should it become necessary to secure a firearm inside an unattended vehicle, (other than shotguns, patrol rifle, ERIW already secured).

A member shall not secure firearms in the glove box or other similar storage compartment within any vehicle.

If a member is faced with a situation that requires a firearm to be stored in an unattended vehicle, the firearm shall be secured inside the locked trunk of the vehicle. The firearm is to be placed in the trunk out of public view. If the firearm is stored in the trunk, the vehicle's passenger area trunk release shall be disabled. The firearm shall not be stored in an unattended vehicle any longer than necessary.

If the vehicle design does not include a trunk (SUV, truck, etc.), the firearm shall be secured in a locked metal container affixed to the vehicle in a location within the passenger compartment not visible from the exterior of the vehicle.

If a member is unable to secure a firearm in a vehicle as described above, the member shall not leave a firearm in an unattended vehicle. Under no circumstance shall any firearm be left unattended in a vehicle overnight.

Unless exigent circumstances exist, members shall not loan or supply another member with their firearm without the permission of their Commanding Officer or Officer-In-Charge.

C. AMMUNITION

Department-issued firearms shall only use Department-issued ammunition. Department-issued ammunition shall not be used in any other weapon, either on or off duty.

D. MAGAZINES

- 1. On-duty uniformed members equipped with semi-automatic firearms shall carry at least three fully loaded magazines: one in the well of their firearm and two in a Department-issued double magazine holder pouch on their equipment belt.
- 2. On-duty plainclothes members equipped with semi-automatic firearms shall carry at least two fully loaded magazines. One in the well of the firearm and the second secured on their person.

E. REQUIRED EQUIPMENT

1. ON-DUTY UNIFORMED MEMBERS - While on duty members in uniform shall not "cover" their uniforms or patches while in public, (traveling to meetings, eating meals, etc.). Members of all ranks while on duty in uniform shall be equipped with the following equipment or have it readily available:

- a. Star, displayed on the outermost garment over the left breast.
- b. Department identification card.
- c. Brass nameplate or Department-approved Embroidery (BDU) that is visible in silver or gold thread. The embroidery shall not be the same color as the uniform.
- d. Department-issued firearm, fully loaded with Department-issued magazine and ammunition.
- e. Two extra Department-issued magazines, fully loaded with Department-issued ammunition in a Department-issued double magazine pouch.
- f. Department-approved impact weapon.
- g. Department-issued handcuffs, case, and key.
- h. Whistle.
- i. Flashlight in good working condition.
- j. Department-issued radio.
- k. Miranda warning card.
- 1. Department-issued chemical agent.
- m. Department-issued holster.
- n. Department-issued ballistic vest.
- o. Department-issued ballistic/riot helmet.
- p. Department-issued mobile phone.
- q. Department-issued Body Worn Camera. (See also DGO 10.11)
- r. Business card (as available).
- 2. ON-DUTY MEMBERS/CIVILIAN DRESS Members, while on duty in civilian dress, shall be equipped with the following equipment:
 - a. Star.
 - b. Department identification card.

- c. Department-issued firearm fully loaded with Department-issued ammunition.
- d. At minimum one extra magazine for the Department-issued firearm, fully loaded with Department-issued ammunition.

The following equipment should be readily available:

- e. Miranda warning card.
- f. Department-issued chemical agent.
- g. Department-approved impact weapon.
- h. Department-issued radio.
- i. Department-issued mobile phone.
- j. Department-issued Body Worn Camera. (See DGO 10.11)
- k. Business card (as available).
- 3. EXCEPTION Members performing investigative or non- investigative, foot or bike patrols, non-patrol, or specialized function can be exempted from the requirements previously listed in E-1 and E-2 with their Commanding Officer's approval. If the amended equipment includes a firearm, the officer must comply with the provisions concerning secondary firearms.
 - Specialized Units shall adhere to the applicable Bureau or Unit order regarding their unit's required equipment.
- 4. EXPOSING WEAPONS Members in civilian dress shall not knowingly expose weapons in public unless they conspicuously display their stars.

F. OPTIONAL EQUIPMENT

ON-DUTY MEMBERS - On-duty members may be equipped with the following equipment item.

- a. Extra belt keepers.
- b. Extra handcuffs. The handcuffs shall be metal and silver or black in color.
- c. A belt buckle displaying the SFPD star or bearing the words "San Francisco Police Department," subject to approval.

- d. A folding knife, if sheathed in a black basket weave leather pouch on the equipment belt or kept in their pocket.
- e. A cord-cuff restrainer "hobble," for those members trained in the hobble restraint.
- f. An extra magazine pouch and magazines.
- 1. DEPARTMENT-ISSUED ITEMS ONLY With the exception of the items in F.1 above, and F.4 below, only Department-issued or approved items are to be worn while in uniform.
- 3. BALLISTIC VESTS All members shall wear a ballistic vest, except as outlined in Section E.3.
- 4. SECONDARY FIREARMS An on-duty member may carry a concealed second firearm in addition to their primary Department-issued firearm with the approval of their Deputy Chief, the Deputy Chief of Administration, the Rangemaster and inspection of the firearm by a Department armorer. The memorandum shall include weapon and ammunition information. The secondary firearm must either be a double action revolver, a semi-automatic firearm equipped with a minimum barrel length of 1 7/8" single action revolvers, single action semi-automatic handguns and derringers of any caliber are prohibited. Only new manufacture factory ammunition shall be used (no reloaded ammunition factory or otherwise shall be used).
 - a. REGISTRATION A member who intends to carry a secondary firearm must comply with the following instructions:
 - (1) Members must register the secondary firearm by written memorandum to their respective Deputy Chief. The memorandum must contain a statement of the officer's intention to carry the weapon along with the make, model, caliber, serial number, and barrel length.

Upon approval by their respective Deputy Chief, the memorandum is routed to the Deputy Chief of Administration for review and approval. Upon approval, the memorandum will then be routed to the Department Rangemaster, and the member notified. The approved memorandum shall not be sent directly to the member.

Upon notification of the approved memorandum, and before carrying the secondary weapon, the member must respond to the Range and the Rangemaster or designee will inspect and approve the secondary weapon, holster, and ammunition. The Range will also verify the serial number of the secondary weapon.

(2) All concealable secondary firearms shall be inspected annually by the Department Rangemaster or their designee to determine that minimum

operational safety and functionality standards have been met. Secondary firearms that do not meet these minimum standards shall not be registered or used and shall not be carried.

- b. PROFICIENCY Prior to carrying the secondary weapon, the member must satisfactorily demonstrate proficiency to the Department Rangemaster or their designee by satisfactorily completing a secondary firearm qualification. Thereafter, the member shall also demonstrate proficiency annually to the Rangemaster or their designee.
- c. RECORDS The Department Rangemaster will ensure that a written certification of proficiency is prepared and forwarded to the Staff Services Division for inclusion in the member's personnel file. They shall also ensure that the Staff Services Division is notified of any member who fails to fulfill the annual proficiency requirement.

If a member wishes to change their secondary weapon, a new memorandum with the required information must be submitted to their Deputy Chief and the above process followed.

G. OFF-DUTY OFFICERS

With the exception of special events such as parades, community events etc., members shall not wear their uniform off duty under any circumstances without prior written consent from their Commanding Officer.

1. STAR AND ID/OFF DUTY - A member opting to carry a firearm off duty shall be equipped with their Department-issued star and Department identification card.

H. EQUIPMENT USED IN SECONDARY EMPLOYMENT

Members shall not use Department-issued firearm(s) and/or equipment in the course of secondary employment. (See DGO 11.02, Secondary Employment.)

I. STAR OR BADGE

- 1. ASSIGNED STARS AND NUMBERS Members appointed to the rank of police officer (Q-2) will be issued a Department-owned star with an identifying number. The star and number will remain assigned to the officer throughout their employment unless administratively changed.
- 2. PROFESSIONAL STAFF MEMBERS By authorization of the Chief of Police, professional staff members may be issued a shield or badge with an identifying number.

- 3. AUTHORIZATION A member shall not possess any star or badge of the kind or design used by the Department without written authorization by the Chief of Police.
- 4. OTHER RANKS By authorization of the Chief of Police, members appointed to a civil service or exempt rank, other than police officer, must purchase a star with a proper identification number at their expense (after obtaining written authorization from the Chief of Police).

J. FLAT STAR

1. A member who wishes to purchase a "flat star" may do so, (1) with the written approval of the Chief of Police, and (2) at their own expense. Members shall submit a memorandum through their chain of command requesting permission to purchase a flat star.

Members are responsible for all costs incurred in the purchase of their flat star. Other requirements are:

- a. The flat star shall not be worn as a replacement for the official Department star.
- b. Members will be solely responsible for repair or replacement of a flat star. Any lost or stolen flat star shall be reported by the member via incident report, SFPD memorandum and notification to their commanding officer and the DOC as soon as practicable.
- c. Members shall only possess one flat star of their current rank.
- d. Members shall only purchase the flat star from a Department approved vendor.
- 2. Retired members may request to purchase a flat star. Retired members who desire to purchase a flat star must:
 - a. Send a <u>notarized</u> letter to the Chief of Police requesting authorization to purchase a flat star.
 - b. Enclose a photocopy of the members' retired identification card.
 - c. A voucher will be mailed to the requesting member to the address listed on the notarized letter and it will be the responsibility of the retired member to facilitate the purchase through the Department authorized vendor.

K. PROFESSIONAL STAFF MEMBERS' ATTIRE

Professional staff members whose classifications and functions require a uniform shall ensure that they are in their designated uniform of the day, while on duty. Professional staff members who are not required to wear a uniform while on duty shall maintain professional/business attire.

L. PORTABLE RADIOS

1. RESPONSIBILITIES OF MEMBERS - It is the policy of the department to regulate the use and care of their portable radios to ensure that they are properly functioning

and available to members. Members who are assigned a portable radio shall be responsible for its security and maintenance. They shall immediately report any loss, damage or condition which renders the radio inoperable to their supervisor. The radio should then be delivered to the Property Control who will arrange for repair and will assign the member a temporary radio. The station keeper is responsible for the care and inventory of any unit's unassigned portable radios. The station keeper shall maintain a sign-out log and ensure that members who have not been issued a portable radio sign them out on the log sheet before using them and sign them back in when returning them.

2. INOPERABLE RADIOS

- a. DUTIES OF MEMBERS In the event that a portable radio or any of its components becomes inoperable, return the entire unit to the Property Control Division to submit for repair and receive a temporary radio. If a member is assigned to the Investigations or Administration Bureau, the inoperable radio should be returned to the unit's designated member. Members shall not respond to the Radio Shop for any radio repairs or modifications without supervisor approval.
- b. AIRPORT BUREAU MEMBERS If a member is assigned to the Airport Bureau, they should follow the established Airport Bureau policy for replacement or repair.
- c. DUTIES OF THE DESIGNATED MEMBER/EMPLOYEE When notified of an inoperable portable radio, follow these procedures:
 - i. Obtain a loaner radio from the Property Control Division, Monday through Friday. Property Control will deliver the inoperable radio/accessory to the Radio Shop. Upon notification that the radio/accessory has been repaired, respond to Property Control, pick up the radio and return the loaner radio.

During non-business hours, members can respond to System Watch located at Department of Emergency Management, 1011 Turk Street, 1st Floor and sign out a spare radio. System Watch will send the damaged radio to the radio shop for repairs.

3. MODIFICATIONS

- a. Standard antenna should not be replaced with a stubby antenna. For optimum coverage, San Francisco's digital system was designed to use the standard whip antenna.
- b. Members may attach an earpiece.
- c. Members may attach a Department-issued surveillance kit, microphone kits or Bluetooth devices specific to their unit and job assignments (i.e.: EOD, Hondas, and Solo Units).
- d. Unless approved by the Deputy Chief of Administration, members who are not a part of the Special Operation Group shall not have their talk group radio configurations modified. Members may request radios be given the ability to scan with the approval of their commanding officer.

4. NOTIFICATIONS / REPORTING REQUIREMENTS FOR LOST / STOLEN RADIOS

- a. Members shall immediately notify the on-duty supervisor at the Emergency Communications Department (415-575-0737).
- b. Members shall prepare a memorandum and an incident report.
- c. After a preliminary supervisor's investigation and unsuccessful attempts to locate the radio, the Platoon Commander or Officer-In-Charge shall notify System Watch located at DEM (415-558-3884) to deactivate the radio.
- d. Forward a copy of the incident report to the Property Control Division. The incident report shall include the date, time and person notified regarding the deactivation of the radio.

5. NOTIFICATIONS / REPORTING REQUIREMENTS FOR FOUND RADIOS

- a. When a radio is recovered/found, the appropriate supplemental incident report shall be prepared, and a copy forwarded to the Property Control Division.
- b. The Platoon Commander or Officer-In Charge shall notify System Watch (415-558-3884) to reactivate the radio.

M. WEAPONS AND PROTECTIVE EQUIPMENT INSPECTION

- WEAPONS OFFICER Commanding officers or officers-in-charge of all Department units assigned weapons and protective equipment shall designate an officer as the Weapons Officer and forward their name to the Training Division. The Weapons Officer will be responsible for the condition and serviceability of weapons, body armor and ammunition, including ERIW ammunition, assigned to the unit, with the exception of weapons and protective equipment permanently issued to individual members.
- 2. RETURN OF WEAPONS / PROTECTIVE EQUIPMENT Members who are temporarily issued weapons or protective equipment shall immediately return them to the issuing unit upon completion of their assignments. Members who are permanently issued weapons and protective equipment are exempt from this provision; however, they are responsible for maintaining and inspecting the equipment for serviceability before each tour of duty.

3. DUTIES OF THE WEAPONS OFFICER

- a. INSPECTION Weapons Officers shall conduct a weekly inspection of all weapons, body armor ammunition and ERIW ammunition assigned to the unit.
- b. INVENTORY Weapons Officers shall conduct a monthly inventory of weapons and protective equipment completing the "Weapon Officer Report/Inventory" (SFPD 176) and forward it to the Police Range. Include the following information: type and brand, model number, serial number, and condition/serviceability.

4. INOPERATIVE / DAMAGED WEAPONS - Deliver any damaged or inoperative weapons or protective equipment item to the Lake Merced Police Range for repair or replacement. Personnel assigned to the Airport Bureau shall also deliver their weapons to the Lake Merced Range for repair or replacement.

References:

DGO 10.06 – Uniform and Equipment Issuance and Replacement

DGO 10.11 – Body Worn Cameras

DGO 11.02 – Secondary Employment

DGO 11.08 – Grooming Standards

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Equipment

This order specifies required and optional equipment, and its safekeeping, for both uniformed and non-uniformed officersmembers of the Department.

10.02.01 POLICY

A. GENERAL RESPONSIBILITIES OF OFFICERS MEMBERS

- SAFEKEEPING AND USE. Officers Members are responsible for the safekeeping and appropriate authorized use of their issued uniform and equipment items.
 OfficersMembers
 shall maintain uniform and equipment items in a clean and, serviceable condition at in order to maintain a professional appearance. their expense. Officers Members are also responsible for promptly reporting the loss, theft, or unserviceable condition of any issued uniform or equipment item.
- 2. LOANING UNIFORM OR EQUIPMENT ITEMS. Unless exigent circumstances exist, officers shall not loan or supply another person with any uniform or equipment item without the permission of their commanding officer or officer-in-charge.
 - B.—Members shall be responsible for the maintenance, care and replacement of the standard uniform items as outlined in the current Police Officers' Association Memorandum of Understanding (MOU). For all other uniform items needing replacement, members must complete the Uniform and Equipment Replacement Form (SFPD 172) and submit the form to their Commanding Officer for approval. Members submit the approved form to the Property Control Division (PCD). PCD reviews the form and, if approved, returns the form and a voucher to the member to be used for the requisition of uniform and equipment. (See DGO 10.06, Uniform and Equipment Issuance and Replacement.)

Members shall not leave department equipment, including radios, tactical garments, ballistic vests, ballistic/riot helmets smart phones, Body Worn Cameras (BWC), or Department-issued electronic equipment, within the interior compartment of a police vehicle. Equipment left inside a marked or unmarked police vehicle SHALL be secured in the vehicle trunk. If the vehicle is not equipped with a locking trunk, (equipped with a release button that can only be activated when the keys to the vehicle are in the ignition or requiring a key to open the trunk), the equipment shall not be left inside the vehicle.

When a member separates from the Department, the Uniform Equipment Turn-In Form (SFPD 549A/549B), shall be used to document the return of specific uniform/equipment items that belong to the Department. Members can obtain the latest version of this form at the Police Range or Property Control Division.

B. DEPARTMENT-AUTHORIZED FIREARMS

- :—Firearms authorized by the Department as the-primary on-duty weapons for officersmembers shall be of the type, make, model and caliber as recommended by the Department Rangemaster Training Division and approved by the Chief of Police.
- 1. OTHER WEAPONS. In accordance with Penal Code § 12030 P.C., and subject to the requirements of local law, the Department Rangemaster, with the written approval of their Deputy Chief, may select weapons for use by officers of the Department from those booked with the Property Control Section that would otherwise be subject to destruction. The Rangemaster may issue such weapons to officers working specialized assignments, and the Crime Lab, for legitimate testing and comparison purposes with written authorization from their Deputy Chief. Before carrying these and the Deputy Chief of the Administration Bureau. The Rangemaster may not issue such weapons, to officers must demonstrate proficiency in their or use as required for on-duty secondary weapons (see Section F.4.).
- 2. THEFT OR LOSS OF FIREARM. An officer Members shall file a written report through his/her chain of command to the Chief immediately following thereport a loss or theft of any Department-issued or approved firearm. The to the police agency in the jurisdiction where firearm is lost or stolen and file an incident report. Members shall also immediately notify their Commanding Officer of the loss/theft and ensure the Department Operations Center (DOC) is also notified. Upon return to duty, the member shall submit a memorandum through their chain of command to the Chief of Police. The memorandum shall include a complete description of the weapon (including the serial number) and contain all the surrounding facts. The officermember shall send a copy of the reportmemorandum to the Department Rangemaster. They shall attach the incident report to the memorandum or include the incident report number in their memorandum if the report is not available. A supervisory investigation shall also be completed regarding the loss or theft.

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3. REPAIR OR ALTERATION OF FIREARMS-_ Department owned firearms shall not be repaired or altered except as authorized by the Department Rangemaster or

designated range personnel. Any authorized secondary firearms shall not be altered without authorization of the Department Rangemaster.

4. RANGE REQUALIFICATION. <u>Officers - Members</u> must show proficiency with their Department_issued primary firearm in accordance with criteria and frequency as <u>dictatedestablished</u> by the <u>Department RangemasterTraining Division</u>.

Officers Members performing their re-qualification shall use their Department approved primary duty weapon. Weapons-issued firearm. Firearms approved under any other provision of this order shall not be used during re-qualification.

C. AMMUNITION. Ammunition used in primary on-duty 5. FIREARMS

SECURITY IN VEHICLES - Members are responsible for knowing the location of firearm(s) under their care and control; and ensuring those firearm(s) are secure at all times, whether on or off duty. Members shall comply with the following procedures should it become necessary to secure a firearm inside an unattended vehicle, (other than shotguns, patrol rifle, ERIW already secured).

A member shall not secure firearms shall in the glove box or other similar storage compartment within any vehicle.

If a member is faced with a situation that requires a firearm to be stored in an unattended vehicle, the firearm shall be secured inside the locked trunk of the vehicle. The firearm is to be placed in the trunk out of public view. If the firearm is stored in the trunk, the vehicle's passenger area trunk release shall be disabled. The firearm shall not be stored in an unattended vehicle any longer than necessary.

If the vehicle design does not include a trunk (SUV, truck, etc.), the firearm shall be secured in a locked metal container affixed to the vehicle in a location within the passenger compartment not visible from the exterior of the vehicle.

If a member is unable to secure a firearm in a vehicle as described above, the member shall not leave a firearm in an unattended vehicle. Under no circumstance shall any firearm be left unattended in a vehicle overnight.

Unless exigent circumstances exist, members shall not loan or supply another member with their firearm without the permission of their Commanding Officer or Officer-In-Charge.

C. AMMUNITION

Department-issued.—<u>firearms shall only use Department-issued ammunition.</u>
Department-issued ammunition shall not be used in any other weapon, either on or off duty.

D. MAGAZINES

1. On-duty uniformed <u>officersmembers</u> equipped with semi-automatic firearms shall carry at least three fully loaded magazines: one in the <u>weaponwell of their firearm</u> and two in a Department-issued double magazine holder pouch on their equipment belt.

2. On-duty plainclothes <u>officersmembers</u> equipped with semi-automatic firearms shall carry at least two fully loaded magazines: One in the <u>weapon, well of the firearm</u> and <u>one in a Department-issued combination handcuff/magazine casethe second secured</u> on their person.

E. REQUIRED EQUIPMENT

- 1. 1.—ON-DUTY UNIFORMED OFFICERS. Officers MEMBERS While on duty members in uniform shall not "cover" their uniforms or patches while in public, (traveling to meetings, eating meals, etc.). Members of all ranks while on duty in uniform shall be equipped with the following equipment—or have it readily available:

 a. Star, displayed on the outermost garment over the left breast.
 - b. Department identification card.
 - c. Brass nameplate.
 - c. d. Brass nameplate or Department-approved Embroidery (BDU) that is visible in silver or gold thread. The embroidery shall not be the same color as the uniform.
 - d. Department-issued firearm, fully loaded with Department-issued magazine and ammunition.
 - e. e. —Two extra Department-issued magazines (or speed loaders), fully loaded with Department-issued ammunition in a Department-issued double magazine (or speed loader) pouch.
 - f. Department-issuedapproved impact weapon.

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- g. Department-issued handcuffs, case, and key.
- f. Call box key.
- h. Whistle.
- i. Flashlight in good working condition.
- g. Notebook.
- h. Citation book.
- i. Street guide.
- j. n. Department-issued radio.
- k. Miranda warning card.

	l. p. —Department-issued chemical agent.
	m. q. —Department-issued holster.
	n. u. Department-issued bullet-resistant ballistic vest.
	o
	p. Department-issued mobile phone.
	q. Department-issued Body Worn Camera. (See also DGO 10.11)
	r. Business card (as available).
2.	ON-DUTY OFFICERSMEMBERS/CIVILIAN DRESS. Officers of all ranks - Members, while on duty in civilian dress, shall be equipped with the following equipment:
	a. Star.
	b. Department identification card.
	c. e. Department_issued firearm fully loaded with Department-issued ammunition.
	d. d. At minimum one extra magazine for the Department-issued firearm, fully loaded with Department-issued ammunition in a Department-issued magazine pouch.
	e. Handcuffs and key.
	f. Call box key.
<u>Th</u>	g. Whistle. e following equipment should be readily available:
	e. Miranda warning card.
	i. Combination magazine/handcuff case.
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	j. Department-issued holster.
	f. Department-issued chemical agent.
	g. <u>l.</u> —Department- <u>issuedapproved</u> impact weapon.

- h. m. Department-issued radio.
- <u>i.</u> <u>3.</u> <u>Department-issued mobile phone.</u>
- j. Department-issued Body Worn Camera. (See DGO 10.11)
- k. Business card (as available).
- 3. EXCEPTION: Commissioned Officers and Officers Members performing investigative or non- investigative, foot or bike patrols, non-patrol, or specialized function can be exempted from the requirements previously listed in E-1 and E-2 with their Commanding Officer's approval. If the amended equipment includes a firearm, the officer must comply with the provisions concerning secondary firearms.
- 4. Specialized Units shall adhere to the applicable Bureau or Unit order regarding their unit's required equipment.
- 4. EXPOSING WEAPONS. <u>Officers</u> <u>Members</u> in civilian dress shall not knowingly expose weapons in public unless they conspicuously display their stars.

F. OPTIONAL EQUIPMENT

- 1.—ON-DUTY OFFICERS.MEMBERS On-duty officersmembers may be equipped with the following equipment items, which shall be purchased at the officer's expense: item.
 - a. a.—Extra belt keepers.
 - b. b. Extra handcuffs. The handcuffs shall be metal and silver or black in color.
 - c. e. —A belt buckle displaying the SFPD star or bearing the words "San Francisco Police Department." ," subject to approval.
 - d. d.—A folding knife, if sheathed in a black basket weave leather pouch on the equipment belt or kept in their pocket.
 - e. e. —A cord-cuff restrainer "hobble," if encased in a black basket weave leather pouch on the equipment belt, for those members trained in the hobble restraint.
 - <u>f.</u> 2. An extra magazine pouch and magazines.
- 1. DEPARTMENT-ISSUED ITEMS ONLY— With the exception of the items in F.1 above, and F.4 below, only Department-issued <u>or approved</u> items are to be worn while in uniform.
- 3. <u>BULLET RESISTANTBALLISTIC</u> VESTS— All <u>Personnel members</u> shall wear a <u>bullet resistant ballistic</u> vest <u>while working undercover operations</u>, except as <u>provides outlined</u> in Section E.3.

4. 4—SECONDARY FIREARMS.—An on-duty officermember may carry a concealed second firearm in addition to his/hertheir primary Department_issued firearm with the approval of his or hertheir Deputy Chief and, the Deputy Chief of Administration, the Rangemaster—and inspection of the firearm by a Department armorer. The memorandum shall include weapon and ammunition information. The secondary firearm must either be a double action revolver-or, a semi-automatic firearm equipped with a first round double action trigger-minimum barrel length of 1 7/8" single action revolvers, single action and safe action semi-automatic firearms, handguns and derringers of any caliber are prohibited. Only new manufacture factory ammunition shall be used (no reloaded ammunition factory or otherwise shall be used.).

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- a. REGISTRATION. An officer A member who intends to carry a secondary firearm must comply with the following instructions:
 - (1) Officers Members must register the secondary firearm by written memorandum to their respective Deputy Chief. The memo must be approved by the Deputy The memorandum must contain a statement of the officer's intention to carry the weapon along with the make, model, caliber, serial number, and barrel length.

Upon approval by their respective Deputy Chief, the memorandum is routed to the Deputy Chief of Administration for review and approval. Upon approval, the memorandum will then be routed to the Department Rangemaster, and the member notified. The approved memorandum shall not be sent directly to the member.

must contain a statement of the officer's intention to carry the weapon along with the make, model, caliber, serial number, and barrel length.

Upon notification of the approved memorandum, and before carrying the secondary weapon, the member must respond to the Range and the Rangemaster or designee will inspect and approve the secondary weapon, holster, and ammunition. The Range will also verify the serial number of the secondary weapon.

- (2) All concealable secondary firearms shall be inspected annually by the Department Rangemaster or his/hertheir designee to determine that minimum operational safety and functionality standards have been met. Secondary handgunsfirearms that do not meet these minimum standards shall not be registered or used and shall not be carried. registered for use and shall not be carried.
- b. PROFICIENCY. Before Prior to carrying the secondary weapon, the officermember must satisfactorily demonstrate proficiency to the

Department Rangemaster or his/hertheir designee and by satisfactorily completing a secondary firearm qualification. Thereafter, the member shall also demonstrate proficiency annually during any scheduled firearm practice. When demonstrating proficiency, the officer will be required to present a copy of the most recently approved memorandum that registers the weapon with the Department to the Rangemaster or his/hertheir designee.

c. RECORDS—— The Department Ra certification of proficiency is prepared ——Staff Services Division for inclusion	
copy They shall be retained at the Lake Merced Range.	1
	o see DGO 11.08, Grooming Standards). On- personal ornaments that are visible except:
— a. A wristwatch.	
 b. A total of 2 rings that are consister wedding ring set will be considere 	
- c. A conservative tie bar or tie tack.	
— d Female officers may, in addition, v	wear the following:
— 1. Hair clips or pins that match the	color of the hair.
2. One ear post in each ear.	. The post must lie flush with the ear
*	n metal, gold or silver colored. The face of the
	also ensure that the Staff Services Division is
not to have a diameter of more tha	n three-eighths (3/8)
	om the post.notified of any member who fails
to fulfill the annual proficiency rec	quirement.
	5
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If a member wishes to change their	r secondary weapon, a new memorandum with
the required information must be s process followed.	submitted to their Deputy Chief and the above
G. OFF-DUTY OFFICERS	
1. OPTIONAL EQUIPMENT. Officers o	f all ranks while off duty may be equipped with
the following:	
a. Star.	
 b. Department identification card. 	
c Loaded handgun.	h. Chemical agent canister.

- d Department approved handcuffs. i. Bullet resistant vest.
 e. Callbox key.
- 2. With the exception of special events such as parades, community events etc., members shall not wear their uniform off duty under any circumstances without prior written consent from their Commanding Officer.
- STAR AND ID/OFF DUTY. An officer A member opting to carry a
 handgunfirearm off duty shall
 be equipped with his/hertheir Department-issued star and Department identification

card.

H. EQUIPMENT USED IN SECONDARY EMPLOYMENT-

Members shall not use Department-issued firearm(s) and/or equipment in the course of secondary employment. (See DGO 11.02, Secondary Employment₋.)

I. STAR OR BADGE

- 1. ASSIGNED STARS AND NUMBERS. Officers Members appointed to the rank of police officer (Q-2) will be issued a Department-owned star with an identifying number. The star and number will remain assigned to the officer throughout his/her employment unless administratively changed.
 The star and number will remain assigned to the officer throughout their employment unless administratively changed.
- 2. NON-SWORN EMPLOYEES. Certain non-sworn employees PROFESSIONAL STAFF MEMBERS By authorization of the Chief of Police, professional staff members may be issued a shield or badge with an identifying number.
- 3. AUTHORIZATION— A member shall not possess any star or badge of the kind or design used by the Department without written authorization by the Chief of Police.
- 4. OTHER RANKS. Officers By authorization of the Chief of Police, members appointed to a civil service or exempt rank, other than police officer, must purchase a star with a proper identification number at their expense (after obtaining written authorization from the Chief of Police.).

J. FLAT STAR

1. —A member who wishes to purchase a "flat star" may do so, (1) with the written approval of the Chief of Police, and (2) at their own expense. Members shall submit a memomemorandum through their chain of command requesting permission to purchase a flat star.

Members are responsible for all costs incurred in the purchase of their flat star. Other requirements are:

- b. 2. Members will be solely responsible for repair or replacement of a flat star. Any lost or stolen flat star shall be reported by the member via incident report, <u>SFPD</u> memorandum and <u>SFPD memonotification to their commanding officer and the DOC as soon as practicable</u>.
- c. 3. Members shall own or posses only possess one flat star- of their current rank.

- d. 7Members shall only purchase the flat star from a Department approved vendor.
- 2. Retired members may request to purchase a flat star. Retired members who desire to purchase a flat star must:
 - a. Send a notarized letter to the Chief of Police requesting authorization to purchase a flat star.
 - b. Enclose a photocopy of the members' retired identification card.
 - c. A voucher will be mailed to the requesting member to the address listed on the notarized letter and it will be the responsibility of the retired member to facilitate the purchase through the Department authorized vendor.

K. PROFESSIONAL STAFF MEMBERS' ATTIRE

Professional staff members whose classifications and functions require a uniform shall ensure that they are in their designated uniform of the day, while on duty. Professional staff members who are not required to wear a uniform while on duty shall maintain professional/business attire.

L. PORTABLE RADIOS

1. RESPONSIBILITIES OF MEMBERS - It is the policy of the department to regulate the use and care of their portable radios to ensure that they are properly functioning and available to members. Members who are assigned a portable radio shall be responsible for its security and maintenance. They shall immediately report any loss, damage or condition which renders the radio inoperable to their supervisor. The radio should then be delivered to the Property Control who will arrange for repair and will assign the member a temporary radio. The station keeper is responsible for the care and inventory of any unit's unassigned portable radios. The station keeper shall maintain a sign-out log and ensure that members who have not been issued a portable radio sign them out on the log sheet before using them and sign them back in when returning them.

2. INOPERABLE RADIOS

a. DUTIES OF MEMBERS - In the event that a portable radio or any of its components becomes inoperable, return the entire unit to the Property Control Division to submit for repair and receive a temporary radio. If a member is assigned to the Investigations or Administration Bureau, the inoperable radio should be returned to the unit's designated member. Members shall not respond to the Radio Shop for any radio repairs or modifications without supervisor approval.

- b. AIRPORT BUREAU MEMBERS If a member is assigned to the Airport

 Bureau, they should follow the established Airport Bureau policy for replacement
 or repair.
- c. DUTIES OF THE DESIGNATED MEMBER/EMPLOYEE When notified of an inoperable portable radio, follow these procedures:
 - i. Obtain a loaner radio from the Property Control Division, Monday through
 Friday. Property Control will deliver the inoperable radio/accessory to the
 Radio Shop. Upon notification that the radio/accessory has been repaired,
 respond to Property Control, pick up the radio and return the loaner radio.

During non-business hours, members can respond to System Watch located at Department of Emergency Management, 1011 Turk Street, 1st Floor and sign out a spare radio. System Watch will send the damaged radio to the radio shop for repairs.

3. MODIFICATIONS

- a. Standard antenna should not be replaced with a stubby antenna. For optimum coverage, San Francisco's digital system was designed to use the standard whip antenna.
- b. Members may attach an earpiece.
- c. Members may attach a Department-issued surveillance kit, microphone kits or Bluetooth devices specific to their unit and job assignments (i.e.: EOD, Hondas, and Solo Units).
- d. Unless approved by the Deputy Chief of Administration, members who are not a part of the Special Operation Group shall not have their talk group radio configurations modified. Members may request radios be given the ability to scan with the approval of their commanding officer.
- 4. NOTIFICATIONS / REPORTING REQUIREMENTS FOR LOST / STOLEN RADIOS
 - a. Members shall immediately notify the on-duty supervisor at the Emergency Communications Department (415-575-0737).
 - b. Members shall prepare a memorandum and an incident report.
 - c. After a preliminary supervisor's investigation and unsuccessful attempts to locate the radio, the Platoon Commander or Officer-In-Charge shall notify System Watch located at DEM (415-558-3884) to deactivate the radio.
 - d. Forward a copy of the incident report to the Property Control Division. The incident report shall include the date, time and person notified regarding the deactivation of the radio.

5. NOTIFICATIONS / REPORTING REQUIREMENTS FOR FOUND RADIOS

- a. When a radio is recovered/found, the appropriate supplemental incident report shall be prepared, and a copy forwarded to the Property Control Division.
- b. The Platoon Commander or Officer-In Charge shall notify System Watch (415-558-3884) to reactivate the radio.

M. WEAPONS AND PROTECTIVE EQUIPMENT INSPECTION

- 1. WEAPONS OFFICER Commanding officers or officers-in-charge of all Department units assigned weapons and protective equipment shall designate an officer as the Weapons Officer and forward their name to the Training Division. The Weapons Officer will be responsible for the condition and serviceability of weapons, body armor and ammunition, including ERIW ammunition, assigned to the unit, with the exception of weapons and protective equipment permanently issued to individual members.
- 2. RETURN OF WEAPONS / PROTECTIVE EQUIPMENT Members who are temporarily issued weapons or protective equipment shall immediately return them to the issuing unit upon completion of their assignments. Members who are permanently issued weapons and protective equipment are exempt from this provision; however, they are responsible for maintaining and inspecting the equipment for serviceability before each tour of duty.

3. DUTIES OF THE WEAPONS OFFICER

- a. INSPECTION Weapons Officers shall conduct a weekly inspection of all weapons, body armor ammunition and ERIW ammunition assigned to the unit.
- b. INVENTORY Weapons Officers shall conduct a monthly inventory of weapons and protective equipment completing the "Weapon Officer Report/Inventory" (SFPD 176) and forward it to the Police Range. Include the following information: type and brand, model number, serial number, and condition/serviceability.
- 4. INOPERATIVE / DAMAGED WEAPONS Deliver any damaged or inoperative weapons or protective equipment item to the Lake Merced Police Range for repair or replacement. Personnel assigned to the Airport Bureau shall also deliver their weapons to the Lake Merced Range for repair or replacement.

References:

DGO 10.06 - Uniform and Equipment Issuance and Replacement

DGO 10.11 – Body Worn Cameras

DGO 11.02 – Secondary Employment

DGO 11.08 – Grooming Standards



The Police Commission

CITY AND COUNTY OF SAN FRANCISCO

April 10, 2023

Chief William Scott Chief of Police

Dear Chief Scott:

At the meeting of the Police Commission on Wednesday, April 5, 2023, the following resolution was adopted:

RESOLUTION 23-30:

APPROVAL OF POLICE COMMISSION DIRECTIONS REGARDING POLICE DEPARTMENT AND DEPARTMENT OF HUMAN RESOURCES LABOR NEGOTIATIONS WITH AFFECTED BARGAINING UNITS;

CINDY ELIAS President

MAX CARTER-OBERSTONE

Vice President

LARRY YEE

JAMES BYRNE

JESUS YANEZ

KEVIN BENEDICTO

DEBRA WALKER

Sergeant Stacy Youngblood

WHEREAS, The Police Commission remains committed to its duty of effective oversight and policymaking for the San Francisco Police Department; and

WHEREAS, The Police Commission respects the importance of labor relations and the rights of public sector employees, including peace officers, under the Meyers Milias Brown Act; and

WHEREAS, In 2016, the U.S. Department of Justice's "Assessment of the San Francisco Police Department" identified delays in policy enactment "because of collective bargaining practices," and recommended that the Police Department and the Police Commission "expedite the process in the future for other policy development;" now, therefore, be it

RESOLVED, When bargaining with affected bargaining units regarding Department General Orders or other policies passed by the Police Commission that require effects bargaining under law, the Police Commission hereby direct the Police Department and urge the San Francisco Department of Human Resources to meet and confer only to those negotiable effects required by law; and

RESOLVED, When bargaining with affected bargaining units regarding Department General Orders or other policies passed by the Police Commission that involve mandatory subjects of bargaining under law, the Police Commission hereby direct the Police Department and urge the San Francisco Department of Human Resources to meet and confer only to the extent required by law; and

FURTHER RESOLVED, When bargaining with affected bargaining units regarding Department General Orders or other policies passed by the Police Commission, the Police Commission hereby direct the Police Department and urge the San Francisco Department of Human Resources to not meet and confer on managerial decisions that are not within the scope of representation, and where there is no legal duty to meet and confer; and

FURTHER RESOLVED, When bargaining with affected bargaining units regarding Department General Orders or other policies passed by the Police Commission, the Police Commission hereby directs the Police Department and urges the San Francisco Department of Human Resources to ensure there are no unreasonable delays on any items within the scope of representation and consistent with the City's legal obligations.



The Police Commission

CITY AND COUNTY OF SAN FRANCISCO

AYES:

Commissioner Walker, Byrne, Yanez, Benedicto, Yee, Vice President

Carter-Oberstone and President Elias.

CINDY ELIAS President

MAX CARTER-OBERSTONE Vice President

LARRY YEE Commissioner

JAMES BYRNE Commissioner

JESUS YANEZ

Commissioner

KEVIN BENEDICTO Commissioner

DEBRA WALKER Commissioner

Sergeant Stacy Youngblood Secretary

Very truly yours,

Sergeant Stacy Youngblood Secretary

San Francisco Police Commission

1211/ks

Deputy City Attorney Cabrera cc: Director L. Preston/SFPD Labor Relations Captain D. Toomer/PSPP Lieutenant E. Altorfer/PSPP Isabelle Choy/SFPD Labor Relations