

Department Written Directives

3.01.01 PURPOSE

The purpose of this General Order is to describe the different types of *San Francisco Police Department's (Department's)* written directives mandated by the San Francisco Police Department (Department). It establishes a development, assign written directive management responsibilities, and outline the process for their creation, evaluation, approval, revision, and maintenance of written directives within the Department and delineates responsibilities for the written directives process.

Modern policing requires policies and standards that are clear, concise, regularly updated, and consistent with the law.

The Department's Written Directives Unit (WDU) shall be responsible for facilitating and publishing written directives covered. The framework outlined in this general order will allow *the Department* to maintain the highest standard of professionalism by ensuring its directives remain timely, regularly updated, relevant, and compliant.

3.01.02 DEFINITIONS

- A. **Annual Review List** – The document that determines and authorizes which *Department General Orders (DGOs)* will be created, amended, or rescinded during each calendar year, and identifies which DGOs require working groups. This list should not exceed 20 DGOs.
- B. **Calendar Days (Days)** – All timelines in this document refer to calendar days, including federal and City holidays. When a timeline starts or ends on a holiday or weekend, the date is moved to the following business day.
- C. **Limited Revision** – Narrowly scoped updates that make targeted changes (i.e., updating terminology, shifting responsibilities, making law-driven procedural adjustments, revising contact information, amending a single section, clarifying language, correcting references and citations, editing grammar and spelling errors, etc.).
- D. **Recommendation Grid (Rec. Grid)** – A document used to capture Department responses to stakeholder and public feedback.
- E. **Written Directive** – A document that details a procedural or operational standard for the Department that may apply to the entire Department or to specific units and are issued by the Policy Development Division (PDD).

1. **Department General Order (DGO)**. *The most authoritative directive, outlining the Department's administrative and operational goals. They are general in nature so that officers in the field can easily recall procedures and provide services quickly and uniformly. DGOs have sustainable procedures that can be consistently enforced across commands. DGOs are adopted by the Police Commission (per San Francisco Charter § 4.102) and remain in effect until amended or rescinded by the Police Commission.*
2. **Manual**. *An internal directive that outlines the Department's detailed instructions, protocols, and procedures for daily operations. Manuals are approved by the affected Deputy Chief(s) or Chief. Manuals are the practical application of DGOs and must comply with active DGOs.*
3. **Department Notice (DN)**. *A Department-wide directive regarding administrative matters, legal or training updates, and operational changes that are effective upon issuance. DNs are approved by the Chief. DNs may not contradict or be used to amend active DGOs. DNs related to changes in law will remain in effect until superseded or rescinded. All other DNs must have an expiration date no more than 3 years from date of issuance.*
4. **Bureau Order**. *A directive applicable to operations within a specific Bureau, approved and distributed by the Deputy Chief. Bureau Orders cannot direct Department employees outside of the specific Bureau and must comply with active DGOs and Manuals.*
5. **Unit Order**. *An internal directive applicable to operations within a specific Unit, approved and distributed by the Commanding Officer. Unit Orders cannot direct Department employees outside of the specific Unit and must comply with active DGOs, Manuals, and Bureau Orders.*
6. **Regulatory Standard/Compliance Directive**. *A policy or procedure required by other governmental authorities (Cal/OSHA, Board of State and Community Corrections, accrediting bodies) which are periodically updated.*
7. **Department Form (Form)**. *A standardized document used to capture and communicate information. Forms may be for internal or external use and are updated as necessary.*

3.01.023 POLICY

~~The Department shall centralize the development and maintenance of its policies provide a guide to members and within the Policy Development Division (PDD) to 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 across directives that encompass best practices and ensures the rights of individuals as defined in the United States Constitution, federal, and compliance with state, and local federal laws and City ordinances. Compliance with the development process as outlined in this order shall be overseen by PDD.~~

When adopting or revising policies, the Department shall minimize administrative burdens on patrol officers and reduce all recordkeeping and reporting requirements to the extent allowed by law in order to ensure their primary focus remains on public safety (San Francisco Administrative Code § 96I.2 (a) & (b)).

3.01.03 DEFINITIONS & TERMS

WRITTEN DIRECTIVE	DESCRIPTION
3.01.04 DEPARTMENT GENERAL ORDERS (“DGO”)	<ul style="list-style-type: none"> ● The Department’s most authoritative and permanent directives. ● 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. ● Include definitions and procedural outlines relevant to, and enforceable upon, the entire Department. ● Per SF Charter Section 4.102 these policies are set and adopted by the Police Commission at a public hearing. ● Reviewed and updated as necessary; every one (1), three (3), or five (5) years depending on a tiered system of priority.
3.01.05 MANUALS	<ul style="list-style-type: none"> ● 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 adopted DGOs. ● Updated no later than every five (5) years.
3.01.06 DEPARTMENT NOTICES (“DN”)	<ul style="list-style-type: none"> ● 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. ● If a DN pertains to a DGO, the DGO shall be updated with the contents of the DN during the designated DGO revision timelines. ● DN’s shall not be used to amend, substantively change, or contradict DGOs.

	<ul style="list-style-type: none"> There shall be a designated expiration date not to exceed three (3) years.
3.01.07 BUREAU ORDERS	<ul style="list-style-type: none"> Directives that apply to operations within specific bureaus issued by the Deputy Chief of the bureau affected. Updates determined by the Deputy Chief, no longer than every five (5) years.
3.01.08 UNIT ORDERS	<ul style="list-style-type: none"> Directives that apply to specific unit operations issued by the Commanding Officer or Officer in Charge of the unit. Unit protocols and procedures that ensure consistency in practice and advancement of organizational goals. Updates determined by Officer in Charge, no longer than every five (5) years.
3.01.09 DEPARTMENT FORMS	<ul style="list-style-type: none"> Department Forms standardize the communication of information relevant to Department operations. Forms may be for internal or external use. Updated as needed.
3.01.10 MEMORANDA OF UNDERSTANDING	<ul style="list-style-type: none"> Formal agreements between two or more parties that outline purpose of agreement, terms, details, and responsibilities of each party. May involve the Department and other City agencies or external parties. Expiration date listed within each MOU.

~~A. General Order Review List~~ This document provides an annual plan for the regular review of Department of 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.

3.01.04 INVOLVED PARTIES

- A. **Chief of Police (Chief)** – *Approves* the Annual Review List in consultation with the *Police Commission President* and provides *approval* for Department-wide directives prior to Police Commission submission or publication.

- B. **Command Staff** – Leadership responsible for review of the final draft of a directive before the Chief’s approval.
- C. **Policy Development Division (PDD)** – The Department's designated authority for written directive management. PDD is responsible for drafting, revising, and maintaining directives, implementing the Annual Review List, controlling directive versions, and managing the working group process. All directive creation, modification, or publication must occur through PDD to ensure accuracy, accountability, and compliance with Department standards.
- D. **Subject Matter Expert (SME)** – Department employee(s) appointed by a Deputy Chief or Executive Sponsor. The SME has operational knowledge relating to a specific policy. The SME’s role is to act as a consultant to PDD during the policy drafting process.
- E. **Executive Sponsor** – *The Deputy Chief* or Commanding Officer designated to approve timelines for directive development, assign SMEs, as requested by PDD, and provide DGO draft approval for Stages I through III.
- F. **Working Group** – A group comprised of community members, Department employees, Department of Police Accountability (*DPA*), and other stakeholders, created and managed by PDD for the purpose of gathering input through a rec. grid about a specific DGO (see PDD Working Group Unit Orders and Chief’s Directive on Working Groups).
- G. **Concurrence Group** – Responsible for final review of the draft of a directive (via meeting or through electronic routing) prior to final approval. Concurrence group members differ based on the type of directive and are determined by PDD. Identified members are required to participate in the concurrence process.
- H. **Police Commission (Commission)** – The oversight body with the Charter authority to review, adopt, or rescind policies at a public hearing. All official acts are adopted by majority vote (San Francisco Charter § 4.102 & § 4.109).
- I. **Department of Police Accountability (DPA)** – An outside city agency where one of several charter authorities is to provide policy recommendations to the Commission (San Francisco Charter § 4.136 (h)).

3.01.045 DEPARTMENT GENERAL ORDERS DEVELOPMENT

San Francisco Administrative Code § 96I.1 (a) shall be followed, or waived per San Francisco Administrative Code § 96I.1 (b), before ~~DGOs remain in effect until amended, superseded, or rescinded~~ by the Police Commission agendizes any proposal to establish, modify, or abolish policies or procedures related to Department operations. ~~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—A DGO may be initiated or amended under the following circumstances:

1. ~~At the direction of the Police Commission as a whole or the President of the Commission, acting independently or through an assigned Commissioner.~~
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.~~
3. ~~At the recommendation of the DPA through the Chief of Police if relating to the Serious Incident Review Board, Firearm Discharge Review Board or Disciplinary Review Board.~~
4. ~~At the direction of the Chief of Police:~~
 - a. ~~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 Chief of Police for review.~~
 - b. ~~When required based on changes in the law, training, stakeholder feedback, emerging trends, academic research, or other criteria that justifies policy changes.~~
5. **Per the Annual General Order Review List**, as approved by the Commission President. Drafted by PDD by December 1st based on internal review findings, Department surveys, discussions with Command Staff and specialized units, or DGO review cycles. Approved by the Chief, in consultation with the Commission President, no later than December 31st each year. Once approved, PDD will provide the Annual Review List to Department employees, the Commission Office, and DPA.
6. **Chief Initiated.** The *Chief* has the discretion, in consultation with the Commission President, to modify the Annual Review List at any point in the year. The Chief will notify PDD within 7 days of the determination. PDD will follow the development process as outlined in this order.
7. **Commission Initiated.** The *Commission*, by vote, may determine the need for a DGO to be created or revised, after following San Francisco Administrative Code § 96I.1 (a) requirements. This requirement may be waived per San Francisco Administrative Code § 96I.1 (b). The Commission Office will forward the Commission Resolution to PDD within 7 days of issuance. PDD will follow the development process as outlined in this order.
8. **Employee Initiated.** Any *Department* employee may *request* the creation or revision of a DGO via email to the Written Directives Unit (WDU) and their Deputy Chief. Granting requests will be at the discretion of PDD and *the Chief of Police*, in consultation with the *President of the Police Commission*.

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.

C. General Order Development Process

1. Determine Timeline(s)

- a. **Approved Annual Review List.** PDD will recommend a start date and Stage I timeline for each DGO approved by the Executive Sponsor by February 1st of each year.
- b. **Chief-Initiated.** PDD will recommend, with Executive Sponsor's approval, a Stage I timeline for the DGO within 10 days of the Chief's notification.
- c. **Employee Initiated.** The PDD Commanding Officer will request the Executive Sponsor's identification of an SME and the development timeline for drafting within 10 days of the Chief's approval.

2. Stage I – SME-Drafting Development (65 days max.)

- a. **Notification.** PDD The Chief will notify the Commanding professional staff or Commanding Officer of the bureau that oversees WDU upon the initiation of a DGO amendment or new DGO. The Commanding professional staff or Commanding Officer shall facilitate the DGO process through the WDU-Executive Sponsor, SME, WDU will notify the affected Assistant Chief, Deputy Chief, professional staff, and DPA on the start date and provide the Stage I deadline.
- b. The 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.
- c. 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.
- d. **Information Gathering.** The affected Deputy Chief or Chief's designee will accept an initial policy recommendation grid for an amended DGO wWithin twenty (20) business days of notification. The affected Deputy Chief or Chief's designee shall notify and provide updates to WDU for tracking purposes. of the start date, PDD will seek:
 - i. Feedback from Department employees.
 - ii. Information from the Risk Management Office (RMO) and DPA about sustained complaints, policy failures, and recommendations relating to the DGO.

- e. 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.
 - f. **Drafting.** PDD will incorporate feedback, 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, and evidence-based updates best practices to complete a Stage I draft. 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.
 - g. 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.
 - h. **Approval.** PDD will receive Upon Deputy Chief or professional staff approval, the SME shall send the SME draft to WDU to initiate from the Executive Sponsor by the Stage II deadline.
3. **Stage II – Concurrence Draft Development Stakeholder Feedback**
- a. **No Assigned Working Group (45 days max.)**
 - i. **Notification.** Within five (5) business days of receiving SME draft in accordance with 3.01.04 (C)(2)(j) Stage I approval, WDU shall PDD will send a Stage II commencement notification to the Executive Sponsor, SME, and DPA for review and notify the Police Commission office of the commencement of, providing the Stage II deadline and a blank rec. grid for DPA.
 - ii. **Drafting.** PDD will accept a rec. grid or DPA has twenty (20) business days to recommendations provided its policy recommendations regarding the SME draft via a pre-existing or new recommendation grid in accordance with San Francisco Charter § 4.136 (h) within 14 days of notification. Upon receipt, WDU shall consolidate DPA grids, as needed, and forward one consolidated DPA recommendation grid to the assigned affected Deputy Chief. If received within the timeframe, PDD The affected Deputy Chief or designee will confer consult with the SME to determine which DPA recommendations, if any, will be included in the concurrence Stage II draft. Within twenty (20) days, the affected Deputy Chief will submit a concurrence draft and provide responses to DPA recommendations to WDU. Upon receipt, the WDU will provide the completed recommendation on the rec. grid to DPA.
 - iii. 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.

- iv. **Approval.** PDD will receive approval from the Executive Sponsor for the rec. grid and Stage II draft and send the completed rec. grid to DPA by the Stage II deadline.
- b. Assigned Working Group (140+ days)
 - i. **Notification.** Within 5 days of Stage I approval, PDD will announce the first working group meeting date.
 - ii. **Working Group.** The working group will meet over a maximum period of 120 days from the first meeting to provide feedback (via rec. grid) on the Stage I draft.
 - iii. **Drafting.** PDD will consult with the SME to determine which working group recommendations to include in Stage II draft and provide responses on the rec. grid.
 - iv. **Approval.** PDD will receive approval from the Executive Sponsor for the rec. grid and Stage II draft and post the completed rec. grid on the Department website within 14 days of the final working group meeting.
4. ~~**Commission-led Draft Development**—As an alternative to the process set forth in 3.01.04 (C)(1-2), 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.
5. **Stage III – Public Review Process (60 days max.)**
 - a. **Posting.** Within 5 days of Stage II approval, PDD will ~~Prior to submitting a draft to Simultaneous Concurrence, the Department shall post the~~ **approved Stage II** draft

- policy on the Department's website and will provide members of the public and Department members ~~thirty~~ **for public review.**
- b. **Public Review.** The comment period will be open for ~~(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.
 - c. **Drafting.** The Department and DPA will jointly prepare a public response, which shall be posted on the Department's website, outlining the recommendations ~~PDD will consult with the SME to determine what public feedback will be included and not included in the DGO Stage III draft submitted to the Police Commission. The public review process shall not apply to DGOs that are expedited under 3.01.04.H. and provide responses on the rec. grid.~~
 - d. **Approval.** PDD will receive approval from the Executive Sponsor for the Stage III draft within 25 days of the end of the comment period.
6. **Stage IV – Simultaneous Concurrence: General Orders (30+ days)** – Simultaneous Concurrence is a process that involves meetings among the Department 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 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.

- a. **Concurrence Date.** *Within 5 days* of Stage III approval, PDD will assign a tentative concurrence meeting date.
- b. **Concurrence Meeting(s).** Must conclude within 3 meetings. PDD will send the Stage III clean and redline draft to the concurrence group at least 3 days before the first *meeting*.
- c. **Drafting.** PDD will incorporate concurrence feedback in the Stage IV *draft*.

- d. **Close of Stage IV.** PDD will complete the Stage IV draft within 14 days of the last concurrence meeting.
7. **Stage V – Approval to Send Submission of Final Draft to the Police Commission (30 days max.)**
 - a. **Routing.** 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 ~~w~~**W**ithin five (5) business days of receipt from the Chief's Office **Stage IV completion**, WDU shall submit the draft to the Commission Office for distribution and Police Commission calendaring and to the Executive Director of DPA. ~~PDD will begin routing the Commission Package to the appropriate parties for final approval with a deadline not to exceed 25 days from initiation of routing.~~
 - b. **Commission Package includes:**
 - i. ~~One unmarked copy of DGO.~~
 - ii. ~~For amended DGOs, a document comparing the previous version of the DGO to the proposed Stage IV completed draft (clean and redline version), which includes authorship of recommended changes~~
 - iii. **Stage I, Stage II, Stage III rec.** ~~A completed recommendation grids 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.~~ **updated based on the changes made in concurrence and uploaded to the Department website**
 - iv. ~~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.~~
 - v. ~~The Department and DPA's response to the public review process outlining the recommendations included and not included.~~
 - vi. ~~The Commission office will only accept DGO submission packets that include the above-listed elements.~~
 - vii. **Chief's waiver letter, if applicable (San Francisco Administrative Code § 96I.1 (b))**
 - c. **Submission to Commission.** PDD will email the approved Commission Package *to the Commission Office, the Chief, and the Executive Director of DPA* before the Stage V deadline.
8. **Meet and Confer**
 - a. If applicable, following a closed session to consider labor union proposals, the designated Department employees who manage labor negotiations shall forward the final Commission-accepted proposals to PDD to document in the impacted DGO.

- b. PDD will submit a clean DGO reflecting the Commission-accepted proposals to the Commission Office within 7 days of receipt for scheduling final Commission adoption in open session.

9. **Issuance.** PDD will issue the DGO via DN, timed to align with the Commission-approved effective date.

D. 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.

E. 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 requested 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 worn 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 than 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.~~

F. Extension Requests for Extensions or Process Deviations

1. **Extension Requests.** Each step of the process outlined in DGO 3.01 shall be followed. Any extension requests by the Department shall be documented, **must** including the good cause reason for the extension, **and delay, the current stage of development, the original deadline, and the proposed new deadline.**
 - a. **30 Days or Less.** Requests shall be submitted to the Chief.
 - b. **31 Days or More.** Requests shall be submitted in writing to the Chief and 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.
 - c. **The Chief is responsible for approving all extension requests and will notify PDD of the decision within 7 days of determination.**

~~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.~~

2. **Process Deviations.** Requests must include the proposed deviation and rationale for the change, the current stage of development, the original deadline, and the new deadline if the deviation is approved. The Chief is responsible for approving all process deviation requests and will notify PDD of the decision within 7 days of determination.

G. Limited Revisions – Any Department employee may request a limited revision by emailing WDU.

1. PDD will submit a request to the Chief and affected Deputy Chief that includes the scope of revision and proposed *drafting* timeline, not to exceed 40 days. The Chief will notify PDD of the decision within 7 days of receipt.

2. **Initiation.** Upon approval, PDD will confirm the SME and notify DPA about the revision, including the scope and timeline.
3. **Drafting.** PDD will work with the appropriate parties to draft, adhering to the approved scope of work and completed within the designated timeline.
4. **Approval.** PDD will follow Stage IV and Stage V of the regular DGO development process.
5. **Issuance.** PDD will issue the DGO via DN.

3.01.056 MANUALS DEVELOPMENT

A. Initiation and Development of a Manual – Manuals are 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 with the corresponding DGO. ~~Manuals are initiated by the Chief of Police, Assistant Chief or Deputy Chiefs of the affected bureau or division. At the direction of the Police Commission, these parties may initiate based on DPA recommendations.~~ **a Manual in one of two ways:**

1. **DGO Alignment.** The Deputy Chief will approve a request from the PDD Commanding Officer to initiate a Manual with a corresponding DGO on the approved Annual Review List.
2. **Deputy Chief's Discretion.** The Deputy Chief will notify PDD after determining the need for Manual creation or revision. Department employees may request the creation or revision of a Manual via email to WDU and their Deputy Chief.

B. Drafting

1. **DGO Alignment.** Manuals being written or updated in conjunction with a DGO will follow the same timeline and have the same SME as the DGO's development. Manual development does not have stages, but PDD will continue updating the Manual to align with changes made to the DGO throughout its development process and until the DGO is approved by the Commission for issuance.
2. **Deputy-Chief's Discretion.** PDD will recommend, with the Executive Sponsor's approval, a drafting ~~The respective Deputy Chief shall determine the Manual development timeline for the Manual, not to exceed 12080 business days. This timeline will be communicated to WDU.~~
 - a. **Notification.** PDD will notify the Executive Sponsor and ~~The affected Deputy Chief will assign a member or professional staff to work with an assigned SME to initiate an SME of the drafting 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 **timeline.**
- b. **PDD will request information from DPA about sustained complaints, policy failures, etc., relating to the Manual.**
 - c. **Approval. Upon Deputy Chief approval, the SME shall send the updated draft to WDU 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. PDD will receive approval from the Executive Sponsor by the drafting timeline's end.**
 - d. **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. Parties shall have a period of 30 business days to review before meeting as part of the concurrence process.**
- C. Simultaneous Concurrence: Manuals**— Manuals follow the same concurrence process as DGOs, please see section 3.01.04(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 the members.
1. **Concurrence must conclude within 3 meetings.**
 2. **If the Chief does not participate in concurrence, PDD will provide the concurrence-approved draft to the Chief for their review.**
- D. Meet and Confer** - If applicable, PDD will route the Manual to the designated Department employees who manage labor negotiations and will make any necessary changes resulting from the Meet and Confer process with the affected labor union(s).
- E. Approval & Issuance** – The standard timeline for affected Deputy Chief or Chief final approval is 5 days, unless otherwise determined by the PDD Commanding Officer. Upon final approval, PDD will issue the Manual via DN.

3.01.067 DEPARTMENT NOTICES (DN) ALL OTHER DIRECTIVE DEVELOPMENT

A. Initiation and Drafting of a Notice

1. **Any member or professional staff ~~Department employee~~ may draft a DN and send it through their chain of command for approval request a revision or creation of a directive that is not a DGO or Manual by emailing WDU and their Commanding Officer.**
2. **The authority to approve the initiation request rests with the Commanding Officer or the Deputy Chief of the affected Division/Bureau/Unit. The PDD Commanding Officer will**

request their approval, the identification of an SME, and the development timeline for *drafting*.

- B. Drafting** – If the requestor does not provide a draft, PDD will create one. If a first draft is submitted, PDD will review and revise it.

PDD will *notify DPA during the drafting process* if the primary ~~If the subject matter of the a~~ DN falls into the ~~is one of the~~ following categories, the member or professional staff who drafts the DN (the SME) shall consult with DPA and notify WDU during the drafting process:

1. Fourth Amendment Issues
2. Bias and Bias-Free Policing
3. Body-Worn Cameras
4. Rights of Onlookers
5. ~~Issues arising~~ **DNs resulting** from disciplinary complaints **investigations based on a referral from RMO**

If 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 review. After the fact, the Chief of Police shall provide a written explanation to the Police Commission and DPA.

A DN shall be used to announce a 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.

- C. Concurrence: Department Notices** – DN concurrence involves a web-based platform, which is used to ~~PDD will~~ route draft DNs to concerned members of command staff ~~to the appropriate concurrence group~~ for **electronic** review. DN concurrence is initiated by WDU upon the SME's submission of the draft DN. Concurrence may include concerned Assistant Chiefs, Deputy Chiefs, City Attorney or, if addressing DPA-involved categories, DPA (which retains the right to document its recommendations and submit to the Police Commission). 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 concurrence process after ~~The standard timeline for concurrence group review is (5) five business days.~~ WDU shall send post-concurrence draft DNs addressing DPA-involved categories to DPA prior to publication. DN's are approved by the Chief of Police, **unless otherwise determined by the PDD Commanding Officer.**

- D. Meet and Confer** - If applicable, PDD will route the written directive to the designated Department employees who manage labor negotiations and will make any necessary changes resulting from the Meet and Confer process with the affected labor union(s).
- E. Approval** – The standard timeline for final approval is 5 days, unless otherwise determined by the PDD Commanding Officer.
- F. Issuance**
- 1. Regulatory Standards/Compliance Directives.** PDD will issue the directive via DN.
 - 2. Other Directives.** PDD will send an email to affected employees, announcing the directive.

3.01.08 AGREEMENTS AFFECTING DIRECTIVES

Prior to executing any agreement (i.e., *Memoranda of Understanding*, Memoranda of Agreement, Labor Contract, etc.), that would impact or require divergence from a DGO, the Chief's Office, PDD, and other affected units as needed, shall meet to review terms and policy implications to determine the need to modify an existing written directive or create a new one.

3.01.07 BUREAU ORDERS

Bureau Orders contain directives issued by the 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 Bureau Commanding Officer or Commanding Professional Staff overseeing that Bureau and by notifying WDU. Upon approval, the 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. DPA shall be notified five (5) business days before any bureau order is published.

B. ~~Concurrence: Bureau Orders~~—Upon submission by the SME and approval of the member-in-charge or professional staff, concurrence is initiated by WDU. Concurrence is limited to the Assistant Chief and Deputy Chief of the Bureau concerned. Once approved, 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.

~~3.01.08 UNIT ORDERS~~

Unit Orders contain directives issued by the leadership of the unit. Unit Orders are directives that apply to specific unit operations.

~~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, Officer in Charge, or member in Charge and by notifying WDU. The approving officer, member, or professional staff shall designate the SME responsible for drafting the Unit Order and shall set the deadline for completion. 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. 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 Written Directives Unit for tracking purposes. The Commanding Officer or 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~~—Upon submission by the SME and approval of the Commanding Officer, Officer in Charge, member in Charge or professional staff, concurrence is initiated by WDU. Concurrence is limited to the Assistant Chief and Deputy Chief of the unit affected. Once approved, the Commanding officer shall sign off 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.

~~3.01.09 DEPARTMENT FORMS~~

Forms may be Department wide or unit specific. Form usage may be directed or recommended via other written directives. WDU 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 shall consider all federal, state, and local legislative updates and requirements and, at the direction of the Assistant Chief, may seek feedback from outside stakeholders.~~

~~B. **Concurrence: Forms**—Upon submission by the SME to WDU, concurrence is initiated by WDU. Concurrence may include concerned Assistant Chiefs, Deputy Chiefs, Commanders, 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 and the public-facing website.~~

~~3.01.10 MEMORANDA OF UNDERSTANDING (MOUs) AND OTHER AGENCY AGREEMENTS~~

~~Memoranda of Understanding are formal agreements between two or more parties that outline the purpose of the agreement as well as the terms, details, and responsibilities of each party. 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.”~~

~~C. **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.~~

~~D. **Concurrence MOUs**~~

~~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 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 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.~~

~~3.01.11 MEET AND CONFER PROCESS~~

~~All written 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.~~

~~3.01.12 DISCLOSURE~~

~~Upon request, the Department shall provide the Police Commission, or any individual Commissioner, copies of the Department's written directives listed in this this order (DGO 3.01).~~

~~The Department 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.)~~

~~3.01.13 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 as 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 entered into the Department's electronic sign-off system within (30) thirty days of issuance.~~

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