

# Memorandum

San Francisco Police Department

Acting Assistant Chief  
Denise M. Flaherty #634  
Chief of Staff



To: Captain Mark Cota  
Commanding Officer  
Risk Management Division

From: Lieutenant Wm. Toomey #1262  
Legal Division

Date: Tuesday, October 25, 2022

Subject: DPA Document Protocol Quarterly Report - 3rd Quarter 2022

APPROVED

	YES	NO
Captain Mark Cota #1335	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMMANDER PAUL YEP #95 RISK MANAGEMENT OFFICE	<input type="checkbox"/>	<input type="checkbox"/>

## Issue:

Below is a compilation of statistical data regarding the San Francisco Police Department's provision of documents to the Department of Police Accountability from the time period of **07/01/2022 – 09/30/2022 (3rd Quarter)**.

## Discussion:

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

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

- I. The number of DPA written requests received at the Legal Division for documents within each category (Routine, Non-Routine, and Juvenile);
  - a. Juvenile 4
  - b. Non-Routine 138
  - c. Routine 221
  - Total 363**
  
- II. The number of requests within each category for which there was a timely production;
  - a. Juvenile 0
  - b. Non-Routine 184
  - c. Routine 105
  - Total 289**

- III. The number of requests within each category for which there was a timely notification of an extension of time for production;
- |                   |          |
|-------------------|----------|
| a. Juvenile       | 0        |
| b. Non-Routine    | 0        |
| c. <u>Routine</u> | <u>0</u> |
| <b>Total</b>      | <b>0</b> |
- IV. The number of requests within each category for which there was an untimely notification of an extension of time for production;
- |                   |          |
|-------------------|----------|
| a. Juvenile       | 0        |
| b. Non-Routine    | 0        |
| c. <u>Routine</u> | <u>0</u> |
| <b>Total</b>      | <b>0</b> |
- V. The number of requests within each category for which there was a late production;
- |                   |           |
|-------------------|-----------|
| a. Juvenile       | 0         |
| b. Non-Routine    | 22        |
| c. <u>Routine</u> | <u>31</u> |
| <b>Total</b>      | <b>53</b> |
- VI. The number of requests within each category for which there was a denial or a partial denial of disclosure and the legal/factual basis therefore;
- |                   |          |
|-------------------|----------|
| a. Juvenile       | 4        |
| b. Non-Routine    | 0        |
| c. <u>Routine</u> | <u>0</u> |
| <b>Total</b>      | <b>4</b> |
- VII. The status of any non-routine request(s) that remain pending at the close of the reporting period for which there is a dispute between the Department and DPA;
- |                   |          |
|-------------------|----------|
| a. Juvenile       | 0        |
| b. Non-Routine    | 0        |
| c. <u>Routine</u> | <u>0</u> |
| <b>Total</b>      | <b>0</b> |
- VIII. The status of any request(s) that remain pending at the close of the reporting period;
- |                   |           |
|-------------------|-----------|
| a. Juvenile       | 0         |
| b. Non-Routine    | 10        |
| c. <u>Routine</u> | <u>7</u>  |
| <b>Total</b>      | <b>17</b> |
- IX. Recommendations, if any, for improvements to this protocol and the procedures used to ensure timely responses by the Department and to

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

*No recommendations at this time*

**Conclusion:**

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

**Recommendation:**

Please review and forward to The San Francisco Police Commission.

**Attachments:**

3rd Quarter 2022 DPA/SFPD Application print out.