

Memorandum

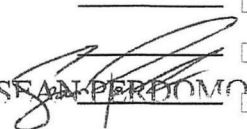
San Francisco Police Department



To: Captain Sean Perdomo
Commanding Officer
Training Division

APPROVED YES NO

From: Lieutenant Chahmal Kerow #744 
Training Division

CAPT. SEAN PERDOMO #1110 

Date: Wednesday, January 29, 2025

Subject: Request for Video Production Unit (VPU) Equipment

The Training Division's Video Production Unit (VPU) requires essential equipment upgrades to support SFPD's mission of attracting new officers and maintaining staffing levels. Without these necessary tools, the unit cannot produce high-quality, professional content that is critical to recruitment and retention efforts.

The VPU currently operates with outdated equipment, including video cameras, microphone systems, and computers. A recent inventory revealed that the video cameras are over 15 years old—far exceeding their 5-10 year life expectancy—raising concerns about reliability and production quality. Frequent malfunctions hinder efficiency, delaying the creation of training and recruitment materials. Additionally, outdated microphone systems compromise audio quality, diminishing the impact of recruitment-focused content.

The unit will create videos showcasing day-to-day academy training activities. These visuals will highlight the excitement and fulfillment of a career in law enforcement and public safety, inspiring more individuals to join the police force. The images and videos produced will be shared with the JoinSFPD campaign, which assists with recruitment efforts.

Investing in modern equipment will enhance the unit's ability to produce high-definition videos that effectively showcase SFPD's training programs and career opportunities. This investment not only improves VPU's production capability but also reduces long-term costs associated with frequent repairs. Reliable, high-quality content is a key component of recruitment strategy, ensuring SFPD remains competitive in attracting top talent.

The second page will contain a detailed cost estimate for the necessary equipment, totaling \$37,570.33. The requested equipment, compiled by the VPU staff, includes the following:

10-1-2025 11:11 AM
10-1-2025 11:11 AM

Item	Cost (\$)	Quantity	Total (\$)
Panasonic AG-CX350 4K Camcorder	3,955.00	1	3,955.00
Rode NTG2 Shotgun Microphone	215.20	1	215.20
Panasonic HC-X2000 UHD 4K Camcorder with 24x Zoom	2,197.99	1	2,197.99
iPhone 16 Pro Max	1,199.00	2	2,398.00
Sachtler System FSB 4 Fluid Head with Tripod	2,565.00	1	2,565.00
Rain and Dust Cover for Video Camera	149.00	1	149.00
GoPro Suction Cup Mount	57.00	4	228.00
Enduro 2-Pack for HERO13 Black	49.99	1	49.99
Sennheiser AVX-ME2 Wireless Lavalier Microphone System	779.99	2	1,559.98
Apple M2 Ultra Workstation	11,948.00	1	11,948.00
16-inch MacBook Pro	7,199.00	1	7,199.00
ViewSonic VG3456C 34" Ultrawide Monitor	549.99	2	1,099.98
Seagate 5TB Portable USB 3.2 External Storage Drive	129.00	2	258.00
SanDisk 128GB Extreme PRO UHS-II SDXC Memory Card (5-Pack)	549.95	1	549.95
XLR Microphone Coiled Cable, XLR to XLR Male to Female Cable	14.99	2	29.98

Subtotal: \$34,403.07
 Sales Tax (8.625%): \$2,967.26
 Shipping & Handling Estimate: \$200.00
Total Estimate: \$37,570.33

Upgrading the VPU's tools is essential to maintaining SFPD's recruitment efforts and reinforcing the department's commitment to excellence.



SFPD DONOR DISCLOSURE/GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to the San Francisco Police Department. Donors must complete and provide this form to the SFPD prior or at time of donation delivery. Forms should be returned to:

Mail: San Francisco Police Department
Attn: Fiscal
1245 3rd Street, San Francisco, CA 94158

Fax: (415) 575-6085
Please cover page with: Attn: Donor Disclosure
Email: sfpdfiscal@sfgov.org

PLEASE NOTE: In compliance with the San Francisco's Sunshine Ordinance*, IRS regulations and the City and County of San Francisco's donation policy the SFPD:

- DOES NOT ACCEPT ANONYMOUS DONATIONS. DONOR INFORMATION MUST BE PROVIDED IN THIS FORM
- THIS FORM MUST BE COMPLETED IN ITS ENTIRETY FOR DONATIONS TO BE ACCEPTED.
- THE OFFICIAL DONOR WILL BE ACKNOWLEDGED ON THE SFPD WEBSITE AND OTHER PUBLIC TAX AND FINANCIAL DOCUMENTS AS REQUIRED BY LAW.

Donation Information: Please indicate if the donation/gift is: ☐ In-Kind Items ☒ Cash/Monetary

Official Donor: **San Francisco Police Community Foundation** Date of Donation: **February 10, 2025** Month/Day Year

Individual, Organization, Company

Gift/Donation Description: **San Francisco Police Department Academy Training Division** Cash Value or Estimated Value of Items \$ **37,570.33**

Contact Information: Please indicate if the contact information is: ☒ Business/Corporate/Community Organization ☐ Residence/Individual

First and Last Name: **San Francisco Police Community Foundation** Telephone: **415-316-9516** Email: **ixchel@sfpolicecommunity.org**

Mailing Address: **700 Montgomery Street,** Suite 100 San Francisco CA 94111

Street Apt./Suite City State Zip

Financial Interest: The Sunshine Ordinance requires that a department receiving a gift of money, goods or services worth \$100 or more report any financial interest the donor has involving the San Francisco City government. Please check the appropriate box or boxes that describe your financial interest(s) in the City.

☐ Contract with City ☐ Other Financial Interest
☐ Pending request for a City Contract, Grant, Permit or Other Entitlement for Use

DESCRIBE: _____

☒ No Financial Interest
☐ Grant from the City

☐ Lease of Space to or from the City
☐ City License, Permit or Entitlement for Use
DESCRIBE: _____

*The San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67) as approved by the San Francisco voters in 1999, provides that SEC. 67.29-.6 Sources of Outside Funding. No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.



San Francisco Police Community Foundation

Grant Request Form

Tracking Number

Contact CED for tracking number
before submitting this form through
chain of command
415-575-6039 or SFPDCED@sfgov.org

2025-11

Purpose of Grant Request:

☒
☐

Tools / Equipment / Technology

☐
☐

Community Engagement Activity

Resources for Officer Wellness

Recruitment

Description of project and how it will support officers' quality of life and performance on the job, and / or how it will positively impact community members directly in addition to ideas, strategies, and opportunities for intentional relationship building between police officers and the community they serve.

The project aims to modernize the outdated equipment of SFPD's Video Production Unit (VPU) within the Training Division. Upgrading the equipment will allow the VPU to produce engaging, community-focused content that builds trust, fosters transparency, and strengthens relationships with the communities we serve.

It will also support the VPU in producing professional video content for officer training programs and public outreach initiatives, including instructional videos that reflect modern policing practices while promoting transparency, trust, and collaboration with the community.

Currently, the VPU relies on equipment—such as limited video cameras, audio systems, and computers—all of which are over 15 years old, restricting the staff's ability to create high-definition, professional content. Replacing this outdated technology will ensure the unit can reliably and efficiently produce clear, impactful videos that benefit both officers and the public. This project aligns with the SFPD Community Policing Strategic Plan and 21st-century policing principles. It will improve officer preparedness through better training and foster trust with the community through clear and meaningful communication.

Exact Cost

(Attach Quote)

- OR -

Estimated Cost

37,570.33

(Exact amount will be reimbursed to applicant after project completion. Requires Itemization of Grant for Reimbursement form)

Submitted By: Lt. Chahmal Kerow #744 Unit: Training Division Date: 01/16/25

Approvals:

Captain

CAPT. SEAN PERDOMO Date 1/24/25

Commander

A/Asst. Chief

Date

YES

NO

Deputy Chief

Peter Walsh

Date

1.29.25 SFPDCF Approved

☐☐

Assistant Chief

Chief of Staff

Date

SFPDCF Approved By: _____

Chief of Police

William Scott

Date

SFPDCF Approval Date _____

WILLIAM SCOTT

Chief of Police

Police Commission Approval Date _____




Itemization of Grant for Reimbursement

Instructions: The estimated cost on Grant Request Form will serve as the maximum amount to be authorized by the foundation. After the conclusion of the project, the exact amount to be reimbursed will be determined through the itemization of costs below. **All receipts for costs SHALL be attached in order to be eligible for reimbursement.**

Grant Tracking Number: 2025-11

Item	Cost(\$)
Panasonic AG-CX350 4K Camcorder	\$ 3,955.00
Rode NTG2 Shotgun Microphone	\$ 215.20
Panasonic HC-X2000 UHD 4K Camcorder 24x	\$ 2,197.99
iPhone 16 Pro Max x2	\$ 2,398.00
Sachtler System FSB 4 Fluid Head with Tripod	\$ 2,565.00
Rain and Dust Cover for Video Camera	\$ 149.99
GoPro Suction Cup Mount x4	\$ 228.00
Enduro 2-Pack for HERO13 Black	\$ 49.99
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XLR Microphone Coiled Cable	\$ 29.98
Apple M2 Ultra Workstation	\$ 11,948.00
16-inch MacBook Pro	\$ 7,199.00
ViewSonic VG3456C 34" Ultrawide Monitor	1,099.98
Seagate 5TB Portable USB 3.2 Ext. Drive	\$ 258.00
SanDisk 128GB Memory Card (5-Pack)	\$ 549.95
Sales Tax (8.625%): Shipping & Handling Estimate:	\$ 2,967.26 & \$200.00
	Total: \$ 37,570.33

Amount Authorized	\$
Total Amount Used	\$
Amount to be reimbursed from SFPCF	\$
Name/ business to be Reimbursed:	

Completed by: Lt. Chahmal Kerow #744 
Captain: Capt. [Signature] #11-14
CED Captain: A/Lt. J. [Signature] #4028

Date: 10/16/25
Date: 1/26/25
Date: 2/5/25