

# Memorandum

San Francisco Police Department



**To:** Acting Commander Mark Im #2096  
Commanding Officer  
Risk Management Division

**From:** Lieutenant Jonathan Ozol #2358  
Legal Division

**Date:** Monday, May 5, 2025

**Subject:** DPA Document Protocol Quarterly Report - 1st Quarter 2025

APPROVED YES NO

A/Asst. Chief

Peter D. Walsh

A/Cmdr. Mark Im #2096

WILLIAM SCOTT

Chief of Police

## Issue:

Below is a compilation of statistical data regarding the San Francisco Police Department's provision of documents to the Department of Police Accountability from the time period of **01/01/2025 – 03/31/2025 (1st Quarter)**.

## Discussion:

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

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

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

a. Juvenile	1
b. Non-Routine	115
c. Routine	165
<b>Total</b>	<b>281</b>

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

a. Juvenile	0
b. Non-Routine	97
c. Routine	137
<b>Total</b>	<b>234</b>

- 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    | 14        |
| c. <u>Routine</u> | <u>24</u> |
| <b>Total</b>      | <b>38</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       | 1        |
| b. Non-Routine    | 2        |
| c. <u>Routine</u> | <u>1</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    | 2        |
| c. <u>Routine</u> | <u>3</u> |
| <b>Total</b>      | <b>5</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. This report should not be posted publicly either in print or online.

**Attachments:**

4th Quarter 2024 DPA/SFPD Application print out.