

# Memorandum

San Francisco Police Department



**To:** Captain Thomas Harvey #1995  
Commanding Officer  
Risk Management Division

**From:** Acting Lieutenant Walter Ware #66  
Legal Division

**Date:** Tuesday, August 05, 2025

**Subject:** DPA Document Protocol Quarterly Report - 2nd Quarter 2025

/CMDR. JACK HART #596  YES  NO

COMMANDER JACK HART #596

CAPT. T. HARVEY #1995

SGT. WALTER WARE #66

PAUL YEP

Interim Chief of Police

8/13/25

## 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 **04/01/2025 – 06/30/2025 (2nd 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 129
  - c. Routine 183

<b>Total</b>	<b>313</b>
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- II. The number of requests within each category for which there was a timely production;
  - a. Juvenile 0
  - b. Non-Routine 113
  - c. Routine 155

<b>Total</b>	<b>268</b>
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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	4
c. <u>Routine</u>	2
<b>Total</b>	<b>6</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>	0
<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	12
c. <u>Routine</u>	22
<b>Total</b>	<b>34</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	0
c. <u>Routine</u>	0
<b>Total</b>	<b>1</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>	0
<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	0
c. <u>Routine</u>	4
<b>Total</b>	<b>4</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:**

2nd Quarter 2025 DPA/SFPD Application print out.