

Public Safety, Finance, and Strategic Support Committee

Police Department Duty Manual Updates Status Report

September 16, 2021

Item: (d)3

Presenters:

Lt. Jaime Jimenez

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Duty Manual Revisions

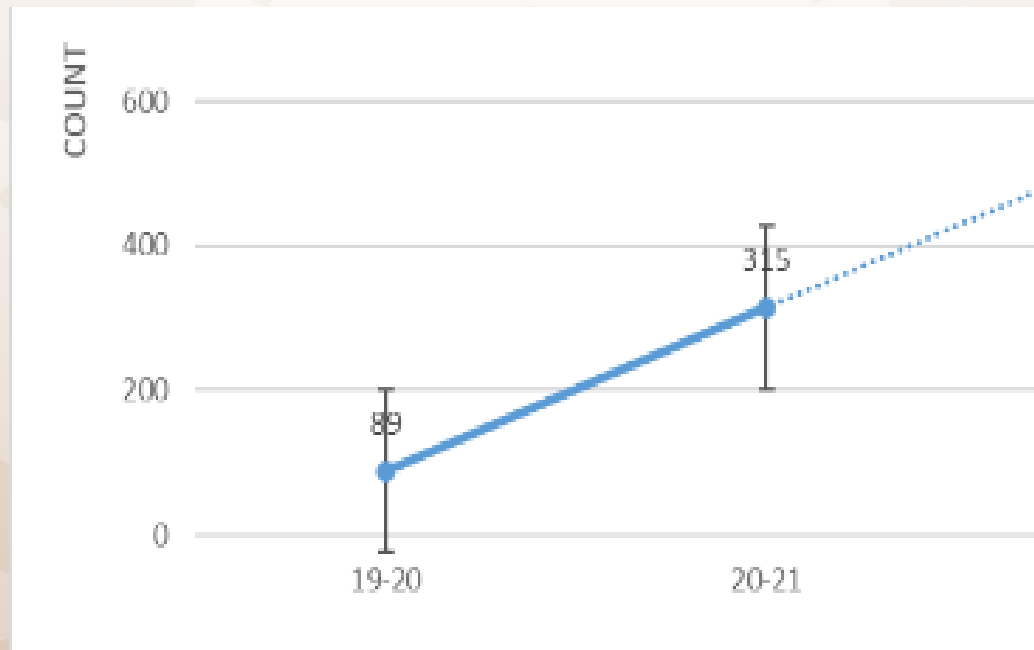
- Two Primary Objectives
 1. Require officers to respond to and investigate all calls for service for DV, CA, SA, and HT for potential high lethality and write a police report if a crime occurred
 2. Ensure a trauma-informed approach to an officer's response by providing survivors with access to an in-person advocate and/or a referral to such advocate by telephone, pamphlet, or resource card before the officer leaves the scene (regardless if the survivor asks for the referral services)
- The Department reviewed and revised Duty Manual Sections related to sexual assault, domestic violence, child abuse, elder/dependent adult abuse, and human trafficking.
 - Results: Brings the department into compliance with best practices

Duty Manual Implementation

1. Research and Development Unit sent a department-wide email with all Duty Manual updates
2. Learning Domains (LD) Academy Instruction
3. BOI Mini Academy
4. Patrol Briefings
5. Attended “sergeant staff”
6. Review all patrol-initiated reports and make note when policies (such as the Duty Manual Updates) are not being followed
7. Monthly newsletter to disseminate various types of information
8. In-Person Training:
 - CSO Training
 - Dispatcher Training
 - Main Lobby Officer Training

Duty Manual Results

- Increase in YWCA referrals from SAIU
 - 253% increase from FY 19-20 to FY 20-21



RELATED AREAS

Pediatric SART Exams

- SAIU personnel recommended all pediatric cases use the 10-day measure instead of a hybrid, 72-hour (children 0-11) and 10-day (children aged 12-17)
- Applying the 10 days to all pediatric cases eliminates confusion and affords more children access to forensic examinations.
- Well-received by the Pediatric Medical Team and adopted by the department.

Resource Cards

- FVU members worked with the District Attorney's Office and the Domestic Violence Protocol Update Committee to update the Domestic Violence Resource Card.
- Status: The card was updated and is expected to be published soon.
- SAIU members worked with the District Attorney's Office, the YWCA, and community partners to revise the Sexual Assault Resource Card.
- Status: The draft card has been shared with members of the City of San Jose Auditor's Office.
 - Final product will be provided to the District Attorney's Office for final approval and implementation.

Intersectionality Tool

- The "Domestic Violence, Sexual Assault, and Human Trafficking Assessment" template was added to the domestic violence reporting in January 2020.
- In early 2021, Councilmember Sylvia Arenas asked if the department could expand the use of the intersectionality tool.
 - Response: The department created new policy to be able to use the intersectionality tool in cases involving DV, SA, and HT.
- Implementation: Officers are to ask questions related to the intersectionality of DV, SA, and HT in all cases of IPV reported to the department
 - Anticipated Result: To increase the reporting of cases, which would have, otherwise, not have been reported.

Non-Investigative Reports (NIRs)

- SAIU and SVU personnel attended several SART Committee meetings to create the Duty Manual Section (L 7307 DOMESTIC VIOLENCE REPORTING) related to the investigation of NIRs.
- Through collaboration, SAIU and SVU members created policies for the department to document NIRs.
- Implementation:
 - CSO's trained to collect the evidence
 - Police call-takers and dispatchers received training on how to receive and dispatch NIRs
 - Section was highlighted in SAIU's newsletter

Questions?

