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19-091  
05/10/19

### Release of Police Reports under CA Family Code § 6228 - New Forms

The purpose of this bulletin is to announce the release of new forms to comply with CA Family Code §6228 provisions listed in Department General Order 3.16, *Release of Police Reports*, adopted by the Police Commission on December 12, 2018. These forms will be processed by Crime Information Services Unit (CISU) and Special Victims Unit (SVU).

List of new documents:


- SFPD Form 591, *Request for Incident Report: Family Code §6228*
- SFPD Form 592, *Notice of Good Cause for Delay (Internal form)*

The new forms are attached to the bulletin and available to members on the SFPD Network Intranet site.

Upon request, members can provide SFPD Form 591, *Request for Incident Report: Family Code § 6228*, to a member of the public but should instruct the requestor to submit the form to CISU for processing.

Members assigned to the Airport Bureau shall follow San Mateo County requirements for release for police reports.

Any questions or clarification regarding this policy should be made to [sfpd\\_writtendirectives@sfgov.org](mailto:sfpd_writtendirectives@sfgov.org) who will provide additional guidance about the directive.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 19-070, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.*

**Internal Use Only:**

Date request received: \_\_\_\_\_

ID type verified: \_\_\_\_\_

Date provided/mailed: \_\_\_\_\_

Date of "Notice of Good Cause", if needed: \_\_\_\_\_

RMS Staff ID#: \_\_\_\_\_

Supervisor's Name &amp; Star #: \_\_\_\_\_

Unit Issued (circle one): SVU / CISU

**Request for Incident Report: Family Code § 6228**

(Domestic Violence, Sexual Assault, Stalking, Human Trafficking, or Abuse of an Elder or Dependent Adult)

Request: San Francisco Police Department  
 Records Management Section  
 1245 3<sup>rd</sup> Street, San Francisco, CA 94158-2102  
 sfpd.records@sfgov.org

Under CA Family Code § 6228, incident reports requested by a victim or his or her representative for the alleged crimes of domestic violence, sexual assault, stalking, human trafficking, and abuse of an elder or dependent adult are entitled to receive copies within five working days of the request, unless good cause for delay exists. If good cause exists, reports shall be released no later than ten working days after request is made.

**SECTION 1**

Requestor's name: \_\_\_\_\_ Victim Name (if different from Requestor): \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Victim Info: Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

S.F. Police Report #: \_\_\_\_\_

Date/Time of Occurrence: \_\_\_\_\_ Location of Occurrence: \_\_\_\_\_

Type of Incident (check one):  Domestic Violence  Sexual Assault  Stalking  Human Trafficking Elder or Dependent Adult Abuse I require an expedited copy of incident report, for a court hearing in less than five days (required to submit proof of the Superior Court Notice of Court Hearing with this form). Pursuant to Family Code § 6228 I am the named victim and as such request a copy of the incident report (if checked, skip to "Section 2" for identification requirements).**OR** Pursuant to Family Code § 6228 I am an authorized representative and as such request a copy of the incident report. The Victim is alive and I am (check the appropriate box) A parent, guardian, or adult child of the victim, or an adult sibling of a victim 12 years of age or older. An attorney for the victim. State Bar No.: \_\_\_\_\_ A conservator of the victim. The Victim is deceased and I am (check appropriate box) The surviving spouse. A surviving child of the decedent who has attained 18 years of age.

- A domestic partner, as defined in subdivision (a) of Section 297.
  - A surviving parent of the decedent.
  - A surviving adult relative.
  - The personal representative of the victim, as defined in Section 58 of the Probate Code, if one is appointed.
  - The appointed public administrator.
- As the representative I have not been convicted of murder in the first degree, as defined in Section 189 of the Penal Code, of the victim or any person identified in the incident report face sheet.
- I am not a suspect in this case.

## SECTION 2

### Identification required:

- Any current identification including, valid driver's license, SF City ID card, a state-issued ID card, or a passport.
- A guardian shall also present a copy of his or her letters of guardianship.
- An attorney for the victim, shall present ID and written proof that he or she is the attorney for the victim.
- A conservator of the victim shall present ID and a copy of his or her letters of conservatorship.
- A personal representative (parent, guardian, adult child or adult sibling) of the victim, if victim is alive and not the subject of a conservatorship, shall present ID and a written authorization, signed by the victim.
- A representative of a victim who is deceased, shall present a certified copy of the death certificate or other satisfactory evidence of the death of the victim at the time the request is made.
- If a victim is unable to provide photo ID at the time of the request, the Department, in its sole discretion, may provide the victim with a copy of an incident report if they can provide other satisfactory evidence of their identity.

## SECTION 3

Please indicate how you would like to receive the requested incident report. If you submitted your request in-person, you have the option to receive the incident report via Email or U.S. Mail. If you submitted your request via Email or U.S. Mail, you are required to pick-up the incident report in person in order for SFPD to verify your identification. Allow 5 working days from the date of your request for processing:

- U.S. Mail (It is mandatory to have a self-addressed legal size stamped envelope for your report to be processed).
- Email: \_\_\_\_\_
- Pick-up from 1245 3<sup>rd</sup> Street, 1<sup>st</sup> Floor, San Francisco, CA 94158, Monday-Friday (8:00am – 5:00pm), closed on weekends and holidays. Please call 415-575-7232 to confirm your report is ready for pick-up.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*In the event you do not have the case number, or you are unclear if you are an authorized representative for this request, or you are outside of San Francisco and unable to submit or pick-up in person, please contact the Crime Information Services Unit (CISU) at 415-575-7232 for further assistance.*



**Family Code § 6228 Incident Report Release Request  
Notice of Good Cause for Delay**



Date: \_\_\_\_\_

Detail/Unit: Crime Information Services Unit (CISU)

We have received a request for:

Incident Report: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date of Request: \_\_\_\_\_

This Unit is unable to release the requested copy of incident report within the five working day deadline for the following reason:

- Juvenile suspect information (review/redact)
- Juvenile victim information, if under 12 years of age (review/redact)
- CLETS/CORI: Penal Code 11142 and 13303 and Cal. Vehicle Code 1808.45 (review/redact)
- Department is seeking a Protective Order/Court Order
- Requestor does not meet the statutory requirements of Family Code § 6228
- Other: \_\_\_\_\_

This Unit will release the requested copy of the incident report within ten working days.

Notification Method Used:

- Email
- Mail
- Phone/Voicemail
- Pick-up

Language Requested (see backside for translation):

- English
- Spanish
- Chinese
- Russian
- Tagalog

Printed Name: \_\_\_\_\_ Star: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Star: \_\_\_\_\_

This form is to inform the requestor and provide the facts and circumstances giving rise to why SFPD is unable to deliver the report in the mandated five working days.

Ensure communication is in compliance with DGO 5.20, Language Access for LEP Persons.



**Family Code § 6228 Incident Report Release Request  
Notice of Good Cause for Delay**



**Español:** Notificación de demora: Esta Unidad no puede liberar la copia del reporte de incidente solicitada en el plazo límite de **cinco** días laborales debido a la siguiente razón:

- Información de sospechoso menor de edad (revisar/redactar)
- Información de una víctima menor de edad, si tiene menos de 12 años de edad (revisar/redactar)
- CLETS/CORI: Código Penal 11142 y 13303 y Código Vehicular de California 1808.45 (revisar/redactar)
- El Departamento solicitará una Orden de Protección/Orden Judicial
- El solicitante no cumple con los requisitos legales dispuestos por el Código familiar § 6228

Esta Unidad liberará la copia solicitada del reporte de incidente en un plazo no mayor a **diez** días laborales.

**中文:** 延遲通知: 由於以下原因, 本科無法在五個工作日截止日期前提供所要求的事故報告副本:

- 青少年嫌疑人資訊 (審查/刪減)
- 青少年受害者資訊, 如果未滿12歲 (審查/刪減)
- CLETS/CORI: 《刑法》第11142和13303條以及《加利福尼亞車輛法》第1808.45條 (審查/刪減)
- 正在尋求保護令/法院命令
- 申請人不符合《家庭法》第6228條的法定要求

本科將在十個工作日內提供所要求的事故報告副本。

**Russian:** Уведомление о задержке. Служба не может предоставить запрашиваемую копию протокола о происшествиях в течение **пяти** рабочих дней по следующим причинам:

- Информация о несовершеннолетнем подозреваемом (пересмотр/редактирование)
- Информация о несовершеннолетней жертве младше 12 лет (пересмотр/редактирование)
- CLETS/CORI: Разделы 11142 и 13303 Уголовно-исполнительного кодекса и Раздел 1808.45 Транспортного кодекса штата Калифорния (пересмотр/редактирование)
- Управление обращается в суд за получением Охранного приказа/ Судебного приказа
- Податель запроса не соответствует установленным требованиям § 6228 Семейного кодекса

Служба предоставит запрашиваемую копию протокола о происшествиях в течение **десяти** рабочих дней.

**Tagalog:** Abiso sa Pagkaantala: Hindi mailabas ng Yunit na ito ang hiniling na kopya ng ulat sa insidente sa loob ng **limang** araw ng trabahong deadline sa sumusunod na dahilan:

- Impormasyon ng batang suspek (review/redact)
- Impormasyon ng batang biktima, kung wala pang 12 taong gulang (review/redact)
- CLETS/CORI: Penal Code 11142 at 13303 at Cal. Vehicle Code 1808.45 (review/redact)
- Humihingi ng Kautusan sa Proteksyon/Ulos ng Korte ang Kagawaran
- Hindi natugunan ng humiling ang mga kahingian ng batas ng Family Code § 6228

Mailabas ng Yunit na ito ang hiniling na kopya ng ulat sa insidente sa loob ng **sampung** araw ng trabaho.

This form is to inform the requestor and provide the facts and circumstances giving rise to why SFPD is unable to deliver the report in the mandated five working days.

Ensure communication is in compliance with DDO 5.20, Language Access for LEP Persons.