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## **CLETS - Protecting Sensitive Criminal Justice Information** (Re-issue DB 17-165)

Members ***shall not*** attach CLETS-related documents (e.g., CII, SFRAP, DMV, CDL's or Cal Photo) to submitted incident reports produced in the Crime Data Warehouse or any other Department approved reporting system. Additionally, CLETS related information shall not be copied and pasted into the narrative portion of incident reports or any other police reports. However when applicable and necessary, ***CLETS information may be printed and booked into evidence***; for example during the completion of a 12500/14601 CVC report.

Members may articulate CLETS related information about a subject in their incident reports; for example whether a subject has prior felony convictions, a subject's probation or parole status, etc.

It is a violation of FBI's CJIS security policy to attach CLETS or CJIS (criminal justice information system) data to any outgoing Department email, including "sworn-only" addressees. Members are reminded that all email transactions are public information and subject to the Sunshine Ordinance.

Rebooking packages may continue to be compiled in coordination with the assigned District Attorney; specifically an investigator may print CLETS information, place the print out in a re-booking packet and deliver it personally to a DA; however attaching CLETS data in an email is prohibited.

Additionally, members shall not ***photograph any CLETS related documents or store any CLETS related data on personal devices***. Supervisors are encouraged to review their subordinates work to ensure compliance and to hold their subordinates accountable.

Members may contact Hilarie Coby, SFPD CLETS administrator, at (415) 837-7336 or [hilarie.coby@sfgov.org](mailto:hilarie.coby@sfgov.org) for any questions regarding the use of CLETS or sharing and storing criminal justice data.

  
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. 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.*