



DEPARTMENT NOTICE

20-058
04/06/20

Animal Care and Control CLETS Requests

The San Francisco Police Department has approval from the California Department of Justice to release information from CLETS to the officers or investigators of San Francisco Animal Care and Control on a “need to know” basis.

An amendment to Assembly Bill 1511, with an Article enhancement to the legislation states:

(a) An animal control officer, when necessary for performing his or her official duties, shall provide a compelling reason to an appropriate criminal justice agency to obtain state summary criminal history information.

(b) Upon a showing of compelling need, the criminal justice agency shall respond to the animal control officer with state summary criminal history information obtained through the California Law Enforcement Telecommunications Systems (CLETS). The criminal justice agency shall provide this information to the animal control officer in a timely manner.

San Francisco Animal Care & Control Officers may need assistance with running license plates and any other criminal history related to their animal abuse cases or other ACC related criminal matters.

Sworn and civilian members with active access to Criminal History in Level II, shall provide an ACC officer or investigator with necessary CLETS information as required by AB 1511.

Officers shall not make these inquiries through DEM since DEM does not have this CLETS mask.

To complete the CLETS masks, responding officers note:

- “ACC” under “Agency Name” and ACO name in the ATN field if using the III mask;
- ACO initials under “Requester Initials” if using the RAPS mask;
- “Abuse” or “Fighting” or any appropriate descriptive text in the “Case#/CAD#” and “Comment” fields.

Members who have questions pertaining to this order, or any other issues related to assisting Animal Care and Control with their CLETS inquiries, may consult Hilarie Coby, CLETS Coordinator, at (415) 837- [REDACTED] or hilarie.coby@sfgov.org.

Handwritten signature of William Scott in blue ink.

WILLIAM SCOTT
Chief of Police

Per DB 19-156, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.