



Data Transparency Program

PURPOSE

The purpose of this policy is to provide guidelines for San Francisco Police Department (SFPD) members concerning the publishing/release of open data in compliance with the City's Open Data Policy (SF Admin Code § 22D) and the President's Task Force on 21st Century Policing.

SCOPE

The Department's Open Data Publishing Policy applies to all SFPD personnel who are responsible for publishing data on the Department's website and the City's Open Data Portal.

This policy does not consider requests for: public records, individual incident reports, legal/discovery, interagency, Department of Police Accountability, SB1421, sunshine, media or other data publication requests or programs. This DB is the first step in the generation of a single data collection, storage, use and publication standard to be released at a later date.

POLICY

It is the policy of the San Francisco Police Department to maintain an open and collaborative approach to greater transparency and accountability, and in furtherance of this goal, enable access to open police data that is easy to find and use. The Department will, as appropriate or required; record, preserve, and make available sufficient data and information to allow for an informed understanding of the Department, and its operations, and simultaneously retain information sufficient to protect the legal and privacy rights of victim(s), suspects, witnesses, bystanders and any others whose data may be within a Department dataset.

In addition to requirements stated in this policy, all data and information collected, maintained, disseminated and disposed of by the Department must adhere to existing SFPD, local, state and federal law and regulations on data security, protection and privacy.

DEFINITIONS

Open Data Portal – The City and County of San Francisco's open data portal which allows users to find, visualize and use data from various City departments.

Dataset - Contents of a single database table, worksheet or defined view; data is provided as a single combination of unique rows (or records) and corresponding columns (or fields) describing that row.

Data Field - A data field is a place where you can store data. Commonly used to refer to a column in a database or a field in a data entry form or web form. The field may contain data to be entered as well as data to be displayed.

Data Dictionary – a set of information describing the contents, format, and structure of a database and the relationship between its elements. Often a companion document to the dataset.

Data Custodian – Individuals who assist with the technical implementation of individual databases, datasets, or information systems.

Data Steward – Individuals in charge of individual databases, datasets, or information systems, and have business knowledge of the data, and can answer questions about the data.

Data Coordinator – The Department’s main point of contact for open data; contact at SFPD.ProfessionalStandards@sfgov.org.

Machine Readable - Machine readable is information formatted in a standard computer language that can be read automatically by a web application or computer system such as spreadsheets with header columns that can be exported as comma separated values (CSV).

PROCEDURES

The Department ("Department") shall comply with requirements as directed in SF Admin Code 22D.2.c, including:

- a. Make reasonable efforts to make publicly available all data sets under the Department's control, provided however, that such disclosure shall be consistent with the rules and technical standards drafted by the City’s Chief Data Officer (CDO) and adopted by the Committee on Information Technology, and with applicable law, including laws related to privacy;
- b. Review department data sets for potential inclusion on DataSF and ensure they comply with the rules and technical standards adopted by COIT;
- c. Designate a Data Coordinator (DC) who will oversee implementation and compliance with the Open Data Policy within his/her respective department. Each DC shall work with the CDO to implement the City's open data policies and standards. Designate a Department Data Coordinator (DDC) as the main point of contact for compliance with the City’s Open Data Policy.

The Department Data Coordinator shall:

- a. Comply with requirements enumerated in SF Admin Code 22D.2.c
- b. Coordinate with Data Stewards and Custodians for the ongoing evaluation, and potential publication of data on the Department’s Website and the Open Data Portal.
- c. Maintain and update the Department’s Data Inventory, and provide to DataSF on an annual basis
- d. Occasionally review currently published datasets for accuracy, security, privacy and legal considerations.
- e. Nominate, as appropriate, data sets for publishing with the open data program.

Procedures to Publish on Open Data SF or the SFPD Website:

(1) Datasets nominated by the Department Data Coordinator for publishing under the open data program must:

- a. Ensure the data is accounted for on the Department’s data inventory
- b. Conduct a security, privacy and legal review for the nominated dataset as a whole, and each data element contained therein
- c. Summarize findings of any review, along with any mitigating steps, retained fields, or recommended full retention, into a memorandum for approval and

route to the Executive Director of the Strategic Management Bureau for approval

- d. If approved for publication, engage the selected publishing entities to conduct technical steps required to automate publishing.

(2) Maintenance of Open Data

- a. Every dataset, once published, should be reviewed on a periodic basis to ensure the data provided remains current and necessary

(3) Formats and types of shared open data:

- a. Data shared may be provided in a raw, machine readable format – most often thru the Open Data Portal.
- b. Data may also be provided via dashboard interfaces to simplify and graphically display data for ease of understanding – most often thru the SFPD's website.

(4) Documentation and caveats

- a. Dataset releases should have accompanying documentation that explains how and what the dataset is, inclusive of a data dictionary, along with any changes or modifications made to the dataset during the release process.

Questions about this policy, volunteers who would like to assist in implementation or recommendations for improvement may contact the Professional Standards Unit at SFPD.ProfessionalStandards@sfgov.org.

References:

SF Admin Code 22D (https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-13982)

DataSF Data Coordinator Guidance (<https://datasf.org/resources/data-inventory-guidance>)



WILLIAM SCOTT

Chief of Police

Per DN 20-150, all sworn and non-sworn members shall electronically acknowledge this Department Document in PowerDMS. Members whose duties are relevant to this Document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.