



DEPARTMENT NOTICE

22-077
08/11/22

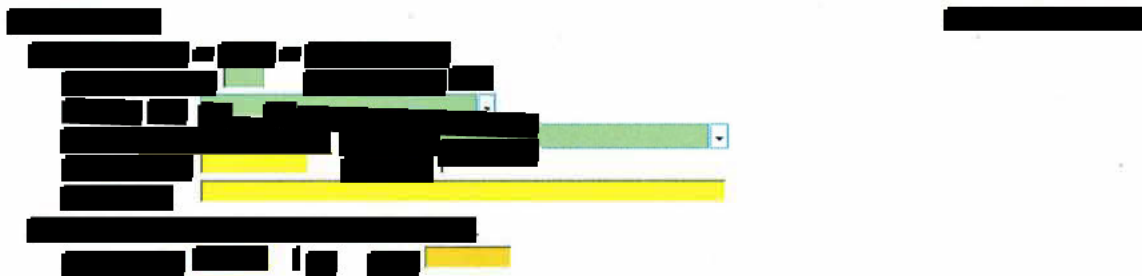
JUSTIFICATION Enhancement on the RAPS Masks (Updates DB 17-088)

Members occasionally run a criminal history ([REDACTED]) where an actual police case number or CAD incident number does not exist.

To assist users in articulating the “need to know” when using the criminal history mask in these cases, a JUSTIFICATION field is included in the RAPS mask. The JUSTIFICATION field allows a maximum of 100 alphanumeric characters.

The JUSTIFICATION field is conditionally mandatory; **if no data is entered in the CASE#/CAD# field you must complete the JUSTIFICATION field.**

These two fields are shown in yellow below:



CLETS users are again reminded of the regulations placed on the use of criminal history information.

[REDACTED]
Access to CLETS information is only allowed upon a verified “right to know” with correlating “need to know” justification. Any misuse of CLETS will be investigated and, if sustained, the employee may be disciplined up to and including termination from employment and/or be subject to criminal and civil action.

Restrictions have been placed on CLETS users to ensure that the rights of all citizens of California are properly protected. Article I, Section I of the California Constitution grants California citizens an absolute right to privacy. Individuals or agencies violating these privacy rights place themselves at both criminal and civil liability.

Please do not hesitate to contact [REDACTED], at [REDACTED] or [REDACTED] for any questions regarding the handling of this new field or any remaining concerns on the use of criminal history.

William Scott
WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & 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.