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17-140  
06/15/17

## **Officer and Supervisor Responsibilities Regarding Data Reporting, Collection, and Input Practices**

The SFPD captures data on crime and on our interactions with the community to assist with the effective overall organization, management, and accountability of the Department.

The accurate collection, and timely reporting of such data, is an important means for the Department to demonstrate transparency and principled policing. Accurate record keeping and data collection is also necessary to comply with mandated local and state law.

For the purpose of this policy, “required data entry” includes but is not limited to:

- Use of Force Reporting Forms (DGO 5.01 Use of Force)
- eStop - Contact Data Collection Program (DB16-208)
- Body Worn Camera recording and processing evidence/labeling (DGO 10.11)

All members shall ensure that required data entry is completed prior to the end of the member’s shift.

Members encountering difficulties completing any electronic entries should contact the Help Desk at: [REDACTED]

Members who fail to comply with this policy may be subject to discipline.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of Department issued documents in HRMS.*