



# DEPARTMENT NOTICE

23-010

Published: 2/7/23

Expires: 2/7/26

## California Public Records Act Request Portal

(Re-issue DN 19-204)

GovQA is a public record system designed to make information accessible to the public.

Members of the public may still make requests using U.S. mail, facsimile, email, and by phone. Those requests will be manually entered and tracked in the public portal by a Legal staff member.

If preferred, members of the public may create an account on the SFPD public portal and track the request online. Additionally, anonymous requests can be made through this public portal.

The system also enables the Legal Division to create “Proactive Pages” which will contain frequently requested documents or video when Body Camera video is available and will increase the efficiency of the Legal Division and improve our response to the public.

Currently, the Legal Division, Body Camera Unit, Media Relations, and Police Commission can access and respond to public records requests through the public portal.

If a member of the public inquires how to make a public records request, please direct them to the San Francisco Police Departments website at:

<http://sanfranciscopolice.org/publicrecordsrequest>

There is a separate request portal for San Francisco Police incident reports.

If a member of the public makes a request for an incident report, please direct them to the San Francisco Police Department website at:

<https://www.sanfranciscopolice.org/get-service/police-reports/request-police-incident-report-copy>

Airport Bureau shall follow its protocol for public records requests. Members with questions can contact the Legal Division at (415) 837-7150.

A handwritten signature in blue ink that reads "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](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*