



DEPARTMENT NOTICE

24-003

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Procedures for Responding to Requests for Incident Reports at District Stations (Update to DN 20-123)

The purpose of this notice is to announce the revisions to the procedures for responding to a request for copies of an incident report from a District Station, SFPD Form 602 (Rev. 12/23). Reports are not to be released at a District Station.

The attached guideline is readily available to members in PowerDMS. A copy shall be posted at the front counter of each district station.

Members assigned to the Airport Bureau shall determine whether the request for an incident report is based on an incident that originated in San Francisco or San Mateo County. If the originating incident occurred in San Francisco, Airport Bureau members shall call CISU for instructions. If the originating incident occurred in San Mateo County, Airport Bureau members shall follow San Mateo County processes and protocols for the release of their report.

Any questions regarding this notice, please call CISU at 415-575-7232 for directions.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.



I WOULD LIKE TO REQUEST A COPY OF MY POLICE REPORT

REPORTS ARE NOT TO BE RELEASED AT DISTRICT STATIONS

1	<p>Determine the type of report and whom is requesting:</p> <ul style="list-style-type: none"> ● Victim of a DV, Sexual Assault, Stalking, Elder Abuse, or Human Trafficking – Go to Step 2 ● General Crime or Collision Report – Go to step 3 ● Public Information or Voluminous Requests– Go to Step 4 ● Media requests direct to Media Relations 415-837-7395 or sfmediarelations@sfgov.org
2	<p>Station personnel are not authorized to release this report to the public. The release will be facilitated through CISU only (sfpd.records@sfgov.org)</p> <p>Victim of DV, Sexual Assault, Stalking, Elder Abuse, or Human Trafficking</p> <ol style="list-style-type: none"> 1. Provide SFPD Form 591 (appropriate language version) to requestor. 2. During business hours (0800 hrs. to 1700 hrs. Monday – Friday) Call CISU 415-575-7232 and ask to speak with a Supervisor. They will walk you through next steps. 3. NOT during business hours (1800 hrs. to 0800 hrs. or anytime Saturday and Sunday), notify the requestor that they may mail, email, provide form to CISU in person, or submit their request via the SFPD website (GovQA Portal). CISU will process the request within 5 business days. 4. **If station personnel can confirm verification of ID with CISU, CISU Records staff may provide the incident report to requestor by GovQA portal, email, mail, or fax. <p>CISU is located at Police Headquarters 1245 3rd Street, Main Floor Lobby. CISU is open to the public from 0800 hrs. to 1700 hrs. Monday – Friday.</p> <p>For more info go to SFPD website → Get Service → Request a Police Report</p> <p>**Note to Station: On occasion CISU may contact Station personnel to facilitate the validation of an individual’s identification. CISU will provide instruction at time of contact.</p>
3	<p>Station personnel are not authorized to release this report to the public. The release will be facilitated through CISU only (sfpd.records@sfgov.org)</p> <ul style="list-style-type: none"> ● General Crime: Provide SFPD Form 491E (or appropriate language version) to requestor. They may mail, email, provide form to CISU in person, or submit their request via the SFPD website (GovQA Portal). CISU will process the request within 10 calendar days. ● Collision report (Hit & Run, Drunk Driving and Personal Injury cases): Provide SFPD Form 491E (or appropriate language version) to requestor. Generally, a Collision report is not available until a minimum of 5 days after the date of the incident. <p>For more info go to SFPD website → Get Service → Request a Police Report</p>
4	<p>Public Information or Voluminous Requests or requests for incident photos, video, body camera footage, statements, etc. direct them to make a Public Records Request via:</p> <p>https://www.sanfranciscopolice.org/get-service/public-records-request</p>