



DEPARTMENT NOTICE

24-038

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Reducing the Need to Make Duplicate Copies of CDW and Coplogic Reports (Update to DN 20-170)

As a result of system automations in Laserfiche there is no longer a need to submit copies of CDW or Coplogic Reports to Crime Information Services Unit (CISU), Records Management or General Work.

However, it is still critical and necessary that copies of Traffic Collision reports continue to be forwarded to the CISU, Records Management as currently this still remains the only way these reports are permanently archived. Members must continue to send Juvenile arrest reports and original citations directly to the Juvenile Justice Center via intra-department mail, fax, or email.

Members assigned to the Airport Bureau shall follow San Mateo County requirements for release of police reports. Members with questions can contact CISU, Records Management at [REDACTED]

A handwritten signature in blue ink that reads "William Scott".

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.