



DEPARTMENT NOTICE

25-037

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CLETS - Protecting Sensitive Criminal Justice Information

(Supersedes DN 22-073)

Members are reminded that it is a violation of the FBI Security Policy to attach CLETS returns or any data derived from a criminal justice information system ("CJIS") to any outgoing department email or advisory, including "sworn only" addressees. All SFPD email transactions are considered disclosable information and as such are subject to the Sunshine Ordinance.

An exception to directly attaching this type of data is a rebooking packet. These packets may continue to be compiled in coordination with the assigned assistant district attorney and are considered to be direct data transfer between two acknowledged law enforcement partners. A SFPD member may print relevant CLETS information on a subject, place the printout in the rebooking packet and personally deliver it to the District Attorney Office member. Attaching any CLETS data to an email is still prohibited.

Members who have questions pertaining to this notice, or any other issues related to the proper handling of any criminal justice data, may consult [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.