



Protocol for Release of Police Reports (Re-issue DB 15-116)

The Crime Information Services Division (CISD) is responsible for releasing police reports to members of the public, including attorneys and insurance companies.

Police reports are considered "public records" within the meaning of the California Public Records Act and the San Francisco Sunshine Ordinance. Police reports must be released unless an exception applies. (Reference DGO 3.16, *Release of Police Reports*.)

When CISD receives a request for release of a police report involving an ongoing case, CISD will send a *Police Report Release Request* (attached and available in the SFPD Forms folder) to the appropriate investigative unit or Station Investigation Team (SIT) responsible for that case.

Per CA Gov. Code 6253(c), the agency must respond to the requestor within 10 calendar days, so processing shall not be delayed. Investigative Units or SIT investigators receiving this request form shall do the following **within 4 working days**:

1. Determine if the report is associated with an investigation currently in progress.
2. Decide if the report should be released or not.
3. If the report should be released, perform any required redactions, ensuring the redacted material is not visible, and indicate the reason on the *Police Report Release Request*. There are redaction guidelines on the reverse side of the form.
4. If the report cannot be released, indicate the reason on the *Police Report Release Request*.
5. Complete and return the *Police Report Release Request* via inter-department mail, with any attachments, and the report (if being released), to CISD – Records, PHQ, 1245 3rd St.

Members assigned to the Airport Bureau shall follow San Mateo County requirements for release of police reports.


WILLIAM SCOTT
Chief of Police

Per DB 17-080, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.



REDACTION GUIDELINES

DGO 3.16



INFORMATION WHICH MAY BE WITHHELD

The Department may withhold numbers 1-8 below, except that release shall occur where, upon weighing the public interest for and against disclosure, the public interest favors disclosure. If documents are withheld, the Department must explain in factual terms how the public interest would be harmed. [S.F. Admin. Code § 67.27 (a)]. **The information in numbers 9-12 shall not be released.**

NOTE: *The investigative unit who authorizes the release of a report is responsible for ensuring that the items below are excluded, redacted, and/or not discernible.*

1.	Information that would endanger the safety of a person involved in an investigation.	Cal. Gov. Code 6254 (f)
2.	Information that would endanger law enforcement personnel.	S.F. Admin. Code, § 67.24 (d)
3.	Information that would endanger the successful completion of an investigation, but only when the prospect of enforcement proceedings is concrete and definite.	Cal. Gov. Code 6254 (f)
4.	Secret investigative techniques or procedures where, on the facts of the case, the public interest in nondisclosure clearly outweighs the public interest served by disclosure.	S.F. Admin. Code, § 67.24 (d); Cal. Gov. Code § 6255
5.	Information regarding the identity of confidential informants.	Cal. Gov. Code 6254 (f), 6255; S.F. Admin. Code, § 67.24 (d)
6.	The name of any victim of a sexual assault who specifically requests that it not be disclosed.	Cal. Gov. Code 6254 (f) (2); DGO 6.16, Sexual Assaults
7.	Medical or other information constituting an unwarranted invasion of privacy.	Cal. Gov. Code 6254 (c); S.F. Admin. Code, § 67.25 (d)
8.	The name and address of any person detained pursuant to Welfare and Institutions Code Section 5150 where disclosure would constitute an unwarranted invasion of privacy.	Cal. Gov. Code 6254 (c)
9.	The name or address of a juvenile who is a suspect or who has been arrested or detained, or any information which might lead to the identity of a juvenile who is a suspect or who has been arrested or detained may not be released without a court order.	TNG v. Superior Court (1971) 4 C.3d 767
10.	Vehicle collision reports involving death or personal injury except as provided by California Vehicle Code Section 20012.	Cal. Vehicle Code 20012; DGO 9.02, Vehicle Accidents
11.	Any report regarding child abuse made confidential by Penal Code Sections 11167 and 11167.5, or any report regarding assaultive or abusive conduct made confidential by Penal Code Section 11163.2 (b).	Penal Code 11167; Penal Code 11167.5; Penal Code 11163.2 (b)
12.	The address of any victim of a sexual assault.	Cal. Gov. Code 6254 (f) (2)



POLICE REPORT RELEASE REQUEST



Date: _____

To: _____

Detail / Unit: _____

We have received a request for:

Incident Report: _____

Requested by: _____

Date Received: _____

CISU ONLY:

Entered in Log:

To From

Distributed By: _____

On: _____

Via:

Mail Fax

Email Pick-up

Attention OIC,

Please review or assign for review the Incident Report (attached) for distribution to the requestor indicated above.

If redaction is required, please return only the redacted copy. All CLETS/CORI identifiers (CII, FBI, DL) **shall** be redacted. Please ensure you are unable to read through to the redacted information. (See reverse for redaction guidelines, per [DGO 3.16.](#))

Please return the reviewed report by _____ to:

Crime Information Services Unit

SFPD Headquarters
1245 3rd Street, First Floor

Attn: _____ Phone: _____

TO BE COMPLETED BY ASSIGNED DETAIL / UNIT:

The requested Incident Report has been:

Approved - No Redaction Needed Approved - Redacted* Disapproved*

**If Redacted or Disapproved, please indicate a reason for action.*

Gvt. Code 6254(b): pending litigation involving CCSF and/or SFPD

Gvt. Code 6254(c): personnel, medical, or similar files

Gvt. Code 6254(f): open investigation

CLETS/CORI: Penal Code 11142 and 13303 and Cal. Vehicle Code 1808.45

Other (See reverse for additional Codes): _____

Printed Name: _____ Star: _____

Signature: _____ Date: _____