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18-100
05/24/18

Disposal of Confidential Information
(Re-issue DB 16-099 and DB 17-173)

The purpose of this bulletin is to explain SFPD policy for the lawful disposal of confidential information (paper or electronic) derived from CLETS, CABLE, Level II, RAPS or any CJIS Masks, hereafter referred to as “**CLETS Information**.” This policy is in place to protect the privacy of all individuals and to achieve compliance with FBI and DOJ guidelines.

When CLETS Information (print-outs, CD’s, Flash Drives, Diskettes or any other storage media) no longer has a necessary law enforcement purpose, members shall dispose of it in the following manner:

- Hard copies and print-outs - with the exception of staples and paper clips - shall be placed in the gray colored *Shred Works* shredding bins. Facility Coordinators, or other designated SFPD employees, shall ensure that these bins are always located in a secure area of the SFPD facility.
- If a member has stored CLETS Information on any electronic storage media, the member shall be responsible for its proper destruction. Members may bring such media to the Information Technology Unit at 1245 3rd St for degaussing, overwriting and/or destruction.

Absolutely no case files containing CLETS Information should be sent to any offsite storage facility.

Any employee found to have knowingly violated this policy may be subject to disciplinary action.

Members assigned to the Airport Bureau shall follow the current records destruction practices being utilized at the airport to ensure all CLETS information under their control is disposed of properly.

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

WILLIAM SCOTT
Chief of Police

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of Department issued documents in HRMS.