



# DEPARTMENT NOTICE

19-204  
10/07/19

## California Public Records Act Request Portal

GovQA is a public record system designed to make information accessible to the public.

Members of the public may still make requests using U.S. mail, facsimile, email and by phone. Those requests will be manually entered and tracked in the public portal by a member of the Legal staff.

If preferred, members of the public may create an account on the SFPD public portal and track the request online. Additionally, anonymous requests can be made through this public portal.

The system also enables the Legal Division to create "Proactive Pages" which will contain frequently requested documents or video when Body Camera video is available. This will increase the efficiency of the Legal Division and improve our response to the public.

Currently the Legal Division, Body Camera Unit, Media Relations and Police Commission are able to access and respond to public records requests through the public portal.

If a member of the public makes an inquiry on how to make a public records request, please direct them to the San Francisco Police Departments website at:

<http://sanfranciscopolice.org/publicrecordsrequest>

Airport Bureau shall follow its protocol for public records requests. Members with questions can contact the Legal Division at (415) 837-7150.

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

WILLIAM SCOTT  
Chief of Police

*Any questions or clarification regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about the directive.*