



DEPARTMENT NOTICE

20-170
11/20/20

Reducing the Need to Make Duplicate Copies of CDW and Coplogic Reports


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.

However, your Command may continue to require you to print out copies for review by your SIT and/or for your station's record management. In this regard, continue your existing practices.

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

For Laserfiche assistance, members may e-mail **Official Information** Provide the date, time, and specific details of the issue. A Laserfiche User's Guide is posted on the SFPD Intranet.

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 (415) 575-7232.


WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department Document in PowerDMS. Members whose duties are relevant to this Document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.