



DEPARTMENT NOTICE

22-073
07/22/22

CLETS - Protecting Sensitive Criminal Justice Information (Updates DB 19-160)

Members **shall not** attach CLETS-related documents [REDACTED] to submitted incident reports produced in the Crime Data Warehouse or any other Department approved reporting system. [REDACTED]

However, when applicable and necessary, **CLETS information may be printed and booked into evidence**; for example, during the completion of a [REDACTED]

Members may articulate CLETS related information about a subject in their incident reports; for example, whether a subject has prior felony convictions, a subject's probation or parole status, etc.

It is a violation of FBI's CJIS security policy to attach CLETS or CJIS (criminal justice information system) data to any outgoing Department email, including "sworn-only" addressees. Members are reminded that all email transactions are public information and subject to the Sunshine Ordinance.

Rebooking packages may continue to be compiled in coordination with the assigned District Attorney; specifically, an investigator may print CLETS information, place the print out in a re-booking packet and deliver it personally to a DA; however attaching CLETS data in an email is prohibited.

Additionally, members shall not **photograph any CLETS related documents or store any CLETS related data on personal devices**. Supervisors are encouraged to review their subordinates work to ensure compliance and to hold their subordinates accountable.

Members may contact [REDACTED] or [REDACTED] for any questions regarding the use of CLETS or sharing and storing criminal justice data.


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.