



DEPARTMENT NOTICE

23-153

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Requesting Data & Analysis Support

(Update to DN 19-205)

The San Francisco Police Department has analysts assigned to various units who are available to conduct analytical work in support of all units within the Department. This analytical work includes crime and data analysis and geospatial analysis. Additionally, analysts are responsible for interagency and intergovernmental reporting requirements such as UCR (Part 1 and 2 Crimes), Racial and Identity Profiling Act (AB953) reporting, staffing and deployment information, use of force statistics, and ad hoc requests for data to support public presentations. Analysts can also support limited large format (plotter) printing requests for operational and administrative needs.

To ensure consistency and accuracy of crime data reporting, an internal process will provide a single point of entry for requests for data requests **from internal or interagency partners only**. This includes any information that will be shared externally with members of the public, other City departments, and outside agencies.

Requests for analytical support should be sent to [REDACTED]. The requests will be reviewed and assigned to the appropriate unit for collection, analysis, and returned to the requestor.

Requests should include, at a minimum, who is requesting the analysis (including if it's for a 3rd party), what the analysis is (usually in the form of a question), why the analysis is needed, and a request deadline. An example of a good vs bad request is noted below:

Good Request	Bad Request
I am Lt. Doe, requesting on behalf of the local neighborhood association. We'd like to know the current number of traffic citations in this neighborhood, by month and nearest intersection, for the last 5 years. This will inform the neighborhood traffic safety plan we'll present to our supervisor. A response in 30 days would be ideal.	I'm Lt Doe. I'd like to know about traffic citations in my area. Can I get the data tomorrow?

Requestors should assume a 10-working day minimum turnaround for all requests. While some requests can be expedited, this is only as capacity and prioritization allow. All requestors will receive an email from an analytical unit manager with acceptance (or rejection) of the request, and projected timeframe for response.

Per Department Notice 23-010 , public records requests, including requests for data, which fall under the California Public Records Act, the San Francisco Sunshine Ordinance, or the Freedom of Information Act shall be directed to the Legal Division or the link available on the Department website at: <https://www.sanfranciscopolice.org/get-service/public-records-request>.

Requests for information from media outlets shall be routed to Media Relations

[REDACTED]

Requests for police incident and traffic reports shall follow the protocol set forth in Department General Order 3.16, Release of Police Reports, with public information available at: <https://www.sanfranciscopolice.org/get-service/police-reports/request-police-incident-report-copy>.


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 about the directive.