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New California Public Records Act Request Portal

The purpose of this bulletin is to introduce the Department's new public records request portal.

The Legal Division, whose duties include receiving and responding to requests for public records, previously accomplished this task primarily through U.S. mail, facsimile, email, and by phone only.

On May 9, 2016 the San Francisco Police Department implemented a new, web based system, for the public to file a request for public records. This new system will improve the Department tracking and processing in a more organized and timely manner as well as greatly reduce our paper usage.

Although 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 new public portal by a member of the Legal staff.


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

The new system will also enable 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 new 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.


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