



DEPARTMENT NOTICE

20-141

10/7/20

Stop Data Collection System

(Re-issue of DB 18-105 & 18-247)

The Department is required to comply with Assembly Bill 953 (AB953) which mandates reportable stop information be entered into the Stop Data Collection System (SDCS). As a reminder, all information entered into SDCS (except officer A#, unit and length of service) will be made available to the public.

In line with the Department's Strategic Goals related to Measuring and Communicating, when we collect and report on stops data our members submit, it helps build trust in and demonstrates transparency related to our work.

In order to comply with legislation, regulation and training materials associated with AB953, officers shall familiarize themselves with the requirements contained in this department notice when using SDCS.

Through the SDCS web portal, members shall submit data for **all** stops, including, but not limited to **pedestrian, bicycle and vehicle stops**. SDCS entries are required when a stop is initiated based on information developed by the member's own observation, the direction and/or information from another member, DEM (Dispatch), or members of the public. For the purposes of this policy, a stop is defined as:

1. Any detention, by a peace officer of a person, or;
2. Any peace officer interaction with a person in which the officer conducts a search

Members shall enter all stop data into SDCS prior to end of their shift, unless exigent circumstances prevent entry, in which case officers shall enter data by the end of their next shift.

Using SDCS, members shall ensure:

-When reporting location, members shall report one of the following options outlined in the legislation, which are provided in order of preference:

1. Block number and street name; (correct example:100 block 6th street. Incorrect example:123 6th st)
2. Closest intersection; or
3. Highway and closest highway exit.
4. If none of these options are applicable, the officer may report a road marker, landmark, or other description, except that the officer shall not provide a street address if the location is a residence.

-When responding to free text narrative questions (e.g.: "Reason for Stop — Explanation" or "Basis for Search Explanation/Narrative", etc.): enter a clear, concise answer to the question.

-Members shall NOT enter at any time:

1. Personally identifiable information of the persons stopped (name, address, phone, DL number, SF number etc.)
2. Unique identifying information of any officer (rank, name, etc.)
3. CAD, citation or incident report numbers
4. Any description of investigative technique or procedure that may reveal investigative sources or methods

SDCS entries must be submitted to California Department of Justice when completed in SDCS by clicking the 'submit to DOJ' button at the end of the form. If the SDCS system becomes inaccessible, members shall utilize the linked form to retain stop data for entry into the SDCS system upon restoration of service. Members are to enter their own stop data. This form titled "Stop Data Collection Form" can also be accessed in the SFPD forms folder on all desktops. Destruction of the paper document is authorized upon successful data upload into SDCS.

Once an entry has been sent to the California DOJ, corrections can only be made by emailing SFPD.ProfessionalStandards@sfgov.org. The email should include the DOJ entry number, all changes needed and reason for changes. Members shall delete entries started in error, for example, duplicate and training entries.

Members will access the SDCS web portal via the SDCS icon located on station computers or department issued cell phones.

Airport Bureau members shall comply with the policies and procedures outlined in this notice.

SDCS entries are subject to random state and local auditing to ensure compliance with both state and local policy and procedure.

Members experiencing login/password or technical issues, may contact the SFPD Help Desk at SFPDHelpDesk@sfgov.org or by phone at (415) 558-3877.

Questions regarding training or policy issues may be forwarded to Professional Standards at SFPD.ProfessionalStandards@sfgov.org. Members are not to contact the California DOJ directly.

Click on the listed link to view the reference material. <http://sfpd-net/sdcs.htm>



WILLIAM SCOTT
Chief of Police

Per DN 20-122, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in PowerDMS. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.