



# DEPARTMENT NOTICE

21-034  
03/03/21

## Use of APBNet for Crime Bulletins

The purpose of this department notice is to provide clarification on when and how to create and disseminate APBNet bulletins. APBNet is a short form bulletin used for information, identification and notification distributed through many law enforcement communities. APBNet can be distributed to multiple agencies in different cities, counties and states. These bulletins are searchable by agency and/or type of crime.

APBNet bulletins should be issued by the assigned investigator or investigative unit's designee. However, exigent circumstances such as a missing person at risk as outlined in DGO 6.10 or an officer/public safety bulletin may require a bulletin be issued immediately by any member. Officers and civilians shall obtain a supervisor's approval prior to disseminating an APBNet bulletin.

APBNet should be used for the following crime alerts and bulletins:

- Violent felonies with suspect photo and/or vehicle information
- Violent felony with sketch
- Officer safety information
- Missing person at risk
- Violent crime series with identifiable pattern, suspect statements or vehicle/suspect description
- Arson
- Wanted Sex offenders

APBNet may be used for all other crime alerts and bulletins, but members should limit distribution to **SFPD ONLY** unless there is a link to a neighboring agency. For example, the suspect is known to reside in a neighboring jurisdiction, the suspect vehicle has (LPR) License Plate Reader hits in a neighboring City, the suspect has a tattoo associated with an outside location/city, or the suspect appears to be similar in description/MO to a suspect described by an outside jurisdiction bulletin.

APBNet crime alerts and bulletins should contain:

- Case number
- Type of crime or incident
- Location, District, Date and Time
- Key or pertinent descriptions (if available), DOB and CDL especially for bulletins out of county (outside agencies don't have our SF Mugshot database)
- Investigators name and contact information
- **Do not use radio codes** – other agencies don't know or use our codes (221 vehicle, etc.)

- Clarify what you want done – Stop and ID / ID only - Do not arrest / Contact me 24 hours a day or e-mail me.
- **Include a Probable cause to arrest with PC statement** (describe the incident with the elements of the crime). This is important especially within San Francisco as Own Recognizance (OR) judges will dismiss and release suspects who were arrested based solely on bulletins. State, for example, **“John Doe was identified as the suspect who forcefully shoved the victim on the ground, then violently struggled with the victim and took the victim’s smart device. If John Doe is contacted, arrest for 211PC,”** as opposed to, “Arrest John Doe for 211PC.”

Lastly, crime alerts with video attached depicting the crime shall only be sent to SFPD. **STILL PHOTO(S)** shall be attached to APBNet alerts that are distributed to outside agencies with a note that the SFPD Investigator may be contacted if a Law Enforcement officer wishes to view video of the crime. **No videos shall be e-mailed to an outside agency without the prior approval from the Lieutenant of the Investigative Unit.**

### APBNet Desktop Application Instructions

Each user will need their own individual APBNet login set up by SFPD Help Desk. The log in is specific to your desktop terminal and the login process only occurs the first time you access the APBNet program.

### How to Create an APBNet Bulletin

1. Click on the “APBNet” icon on your desktop to start the program.
2. Select “Create New Bulletin.” A pop up window will ask if this is an Officer Safety Bulletin, click “Yes” or “No.”
3. Click on the Bulletin type, “Crime Investigation, FYI Police Information, Missing Person.”
  - a. Select a “Subtypes” for the type of crime bulletin you are creating.
  - b. Select the number of images for your Bulletin; the more images selected, the less room for the narrative.
  - c. Select the bulletin style; this determines what your bulletin will look like.
4. Fill in all required fields by clicking the boxes; the text will be red.
  - a. When adding an image, use **jpeg** or **jpg** image files.
  - b. Next, utilize options to crop or rotate your image. Click “Done” and your image will populate that image box.
5. Once you are finished filling out the boxes, click “Save Local.” This saves your bulletin locally for a temporary time.
6. Click, “Print/Preview” to create a PDF file of your bulletin.
7. Save your PDF bulletin on the desktop location of your choosing.

### Disseminating APBNet bulletin to outside agencies via APBNET

1. When you have finalized the bulletin, use the “Send” button on the right side of the APBNet program and click “Send.”
2. Click “Select New Targets for this Bulletin.”
3. Click “Select Org-Geo Targets.”
4. Select the agencies you want your bulletin to be sent to in the drop down menu.
5. After selecting all the outside agencies targets for your bulletin, click “Done adding Org-Geo Targets.”
6. Click “Done Selecting Targets” and a list of the target agencies you selected will be displayed.
7. Click “Send Bulletin” when all above is to your satisfaction.

### Disseminating APBNet bulletin via e-mail (Internally within SFPD)

1. Open your e-mail and select “New Message.”
2. In the “To:” field, type in [SFPD.Everyone.Sworn@sfgov.org](mailto:SFPD.Everyone.Sworn@sfgov.org), [SFOFSPDAirportSworn@flysfo.com](mailto:SFOFSPDAirportSworn@flysfo.com) for all **sworn** personnel. Ensure you have selected the “Sworn” email and not [SFPD.Everyone@sfgov.org](mailto:SFPD.Everyone@sfgov.org), [SFOFSPDAirportALL@flysfo.com](mailto:SFOFSPDAirportALL@flysfo.com) as these emails includes civilian employees.
3. Fill in your e-mail subject and message in the body of your e-mail text.
4. Click on the paperclip icon to attach your APBNet bulletin to your e-mail.
5. If you have a video clip to attach to the e-mail, you may only do so for **SFPD personnel ONLY**. Confirm that your e-mail is correct before clicking “Send.”

  
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](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*