



DEPARTMENT NOTICE

23-034

Published: 3/14/23

Expires: 1/6/24

New Department Form for Live Monitoring Requests, per SFBOS Ordinance 205-22

The purpose of this notice is to inform members that per the [SFBOS approved Use of Non-City Entity Surveillance Camera Policy Ordinance](#), Field Operation Bureau Order #23-01, Special Operations Bureau Order # 23-01, Investigations Bureau Order #23-01 and Community Engagement Division Unit Order #23-01, members must complete an internal and external request form seeking approval from Captain-rank or higher, and from the non-city entity in order to gain access to private surveillance cameras for purposes of **temporary live monitoring**. This new form has been assigned SFPD Form # 619 and is titled "Private Surveillance Camera Live Monitoring Request Form." Live monitoring requests relating to exigencies or Significant Events do not require Captain rank approval but do require the completion of this form.

Members can find the form in the "SFPD Forms New" folder on the desktop of the active directory and in PowerDMS.

Members shall immediately begin using this NEW "Private Surveillance Camera Live Monitoring Request Form" before submitting a request to a non-city/private entity and before conducting a temporary live monitoring operation using non-city entity/private surveillance cameras. This form is not required if submitting a request to another San Francisco city & county agency, like Park & Rec or MTA.

A copy of this form has been attached to this notice.


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.