



# DEPARTMENT NOTICE

23-009

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## Accurint LE: Accessing Data for “Permissible Purposes”

(Re-issue DB 18-162)

Members utilizing Accurint LE (the Law Enforcement version of LexisNexis) to search for “Personally Identifiable Information” (PII) during investigations shall adhere to the “Right to Know” and “Need to Know” policy concerning all Information System Databases used by the Department. All use of the Accurint LE System shall be for law enforcement purposes only. Members shall not furnish information queried from Accurint LE to another person not authorized to view it. All queries shall be completed by entering a “Permissible Purpose,” such as an incident or CAD number, as the reason for searching in the “Reference” box on each query mask. The subject of the search (e.g., person, phone, address, etc.) shall be directly referenced in one of the following:

- 1) CAD Entry
- 2) Incident Report
- 3) Investigator’s Chronological

Administration Bureau, Background Investigations, Internal Affairs Division, Sex/Arson Registration Units, etc., shall indicate the reason for a search in the reference box (e.g., Background Investigation, Internal Affairs Investigation, etc.) when an incident or CAD number is unavailable. In addition, members performing a search on behalf of another member shall indicate that member’s name and star number in the reference box, in addition to the “Permissible Purpose.”

LexisNexis requests periodic audits of the PII obtained from Accurint LE, and members may be required to submit the above referenced materials to validate their searches. Members not adhering to the preceding guidelines may have their access suspended and be required to prepare a memorandum explaining their action.

Members interested in obtaining an account, or password reset, can contact the Help Desk at (415) 558-3877 or via email at [sfpdhelpdesk@sfgov.org](mailto:sfpdhelpdesk@sfgov.org).

  
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.*