



DEPARTMENT NOTICE

24-024

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Disposal of Confidential Information

(Supersedes DN 21-038)

The purpose of this notice is to explain SFPD policy for the lawful disposal of confidential information (paper or electronic) derived from the CLETS or CABLE databases.

This protected information may exist in various forms, including, but not limited to, police reports, chronological reports/supplemental narratives, or CAD records containing CII, FBI or driver license numbers, vehicle registration information, firearm registration, sex registration, restraining order information, court information, or any JUSTIS return (such as QRAP and QALL containing confidential information), hereafter referred to as CLETS information.

This policy is in place to protect the privacy of all individuals and to achieve compliance with FBI and DOJ guidelines.

When CLETS Information (print-outs, CDs, Flash Drives, Diskettes or any other storage media) no longer has a necessary law enforcement purpose, members shall dispose of it in accordance with the security requirements determined by the FBI Criminal Justice Information Services Security Policy.

Records containing FBI, CII and DL numbers shall be stored for extended periods only when they remain as key elements of an active, ongoing case. Should it be necessary for reports or files to be stored outside an encrypted electronic repository - such as Laserfiche or CDW - the FBI, CII and CDL fields may be manually redacted.

The following procedures shall be followed for the compliant destruction of this material:

- Hard copies and print-outs - with the exception of staples and paper clips - shall be placed in the gray colored *Shred Works* shredding bins. Facility Coordinators, or other designated SFPD employees, shall ensure that these bins are always located in a secure area of the SFPD facility.
- If a member has stored CLETS Information on any electronic storage media, the member shall be responsible for its proper destruction. Members may contact the Information Technology Unit at 1245 3rd St to arrange for its destruction.

Absolutely no case files containing CLETS Information should be sent to any offsite storage facility.

Any employee found to have knowingly violated this policy may be subject to disciplinary action.

Per the FBI's CJIS Security Policy Section, 4.2.5.2:

"Improper access, use or dissemination of CHRI and NCIC Non-Restricted Files information is serious and may result in administrative sanctions including, but not limited to, termination of services and state and federal criminal penalties."

Members assigned to the Airport Bureau shall follow the current records destruction practices being utilized at the airport to ensure all CLETS information under their control is disposed of properly.



WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.