



DEPARTMENT NOTICE

25-064

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Interim Department Artificial Intelligence Guidance

(Supersedes DN 25-029, Supplements DN 24-009)

This Department Notice supplements a previous DN discussing City policy regarding the use of artificial intelligence (AI) within the San Francisco Police Department.

OVERVIEW

The SFPD recognizes the potential for the use of AI in various aspects of work within the SFPD. The deployment of AI technology within the SFPD, however, must be carefully considered to ensure the vital work that we do is not hindered or made irrelevant through the use of cutting-edge technologies.

DEFINITIONS AND TERMS

- **Artificial intelligence:** or “AI” is defined in [Penal Code 311](#) and [CA Govt. Code 11546.45.5](#), as an engineered or machine-based system that varies in its level of autonomy and can, for explicit or implicit objectives, infer from the input it receives how to generate outputs that can influence physical or virtual environments.
- **“Generative AI”:** means the class of AI models that emulate the structure and characteristics of input data to generate derived synthetic content. This can include images, videos, audio, text, and other digital content.

POLICY

The City and County of San Francisco has issued guidelines to all city departments relating to the use of AI, originally noted in DN 24-009. Following these guidelines, all members shall:

1. Always review and fact check AI-generated content before using it
2. Always disclose usage of Generative AI in your output
3. Never enter sensitive information into Generative AI tools as the information you enter can be viewed by the companies that make the tools and, in some cases, members of the public. **This means members shall not use AI to create any work product that must be attested to under penalty of perjury, including warrants and incident reports. The Chief of Police may authorize a temporary suspension of this requirement, as it relates to report writing, while piloting new technology.** Members are also reminded that CLETS information shall not be loaded into unauthorized systems at any time, per [DN 25-037 CLETS - Protecting Sensitive Criminal Justice Information](#).

Our department will continue to work with the Mayor's Office, City Administrator's Office, Department of Technology, and other stakeholders to provide you with helpful information about this emerging technology. Our department will also be engaging in discussions about the potential uses of AI to improve departmental operations.

References:

[DN 24-009 Generative AI Guidelines for City Staff](#)

[City & County of San Francisco AI Guidelines](#)



PAUL YEP

Interim 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.