

**SECTION I. PROCEDURES FOR PENAL CODE 832.7/SB 1421 REQUESTS.**

Upon receipt of a request for a records, the Commission, SFPD and DPA shall do the following:

- A. Assign the request a unique tracking number
- B. Assign the request to a member of the staff to handle
- C. Confirm receipt of the request with the requestor and provide them the unique tracking number
- D. Order the files associated with the request
- E. Review records to confirm that documents are subject to release
  1. Intake personnel
  2. Officer in charge
  3. City Attorney, if necessary
- F. If there are responsive records, the Commission/SFPD/DPA shall conduct a threat assessment (see Section VII below)
- G. Prepare responsive records for release, including redactions pursuant to Penal Code § 832.7
- H. Upload responsive records to data base
- I. Send responsive records to requestor