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18-247  
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## Stop Data Collection System (SDCS) Implementation (Supplements DB 18-105)

The Department is required to comply with Assembly Bill 953 (AB953) which mandates reportable stop information be entered into the Stop Data Collection System (SDCS). As a reminder, all information entered into SDCS (except officer A#, unit and length of service) will be made available to the public.

Fully complying with policies on SDCS furthers the Department's strategic initiatives on Collaboration by providing transparency on stops to the communities we protect. In order to comply with legislation, regulation and training materials associated with AB953, officers shall familiarize themselves with the following requirements when using SDCS.

Using SDCS, members shall:

- When entering location information: Only use block number (100 blk, 200 blk etc) and street name, or closest intersection, or nearest highway or highway exit. If the previous are unavailable, officers may describe a road marker, land mark or other description. Officers shall **NOT** enter an exact address or location at any time. For example, at SFO, "Terminal 1 Upper" or in the City, "Coit Tower" is sufficient.

- When responding to free text narrative questions (eg: "Reason for Stop – Explanation" or "Basis for Search Explanation/Narrative", etc): enter a clear, concise answer to the question, while being consistent with other written documents related to the stop (citations, incident reports, etc.).

In addition, when responding to narrative free text questions specific and identifying information is NOT required:

- Members shall NOT enter at any time, personally identifiable information of the persons stopped (name, address, phone, DL number, SF number etc)

- Members shall NOT enter at any time, unique identifying information of any officer (rank, name, etc)

- Members shall NOT enter at any time CAD, citation or incident report numbers

- Members shall NOT enter at any time a description of investigative technique or procedure that may reveal investigative sources or methods

Members who have questions can contact unit Training Coordinators, who were detailed to a train the trainer session in late May to serve as local subject matter experts. Additional training materials are linked at the bottom of this DB.

Through your assistance and compliance, the Department may be able to avoid any mandated supervisory review of all SDCS entries prior to submission to the State.

Airport Bureau members shall comply with the policies and procedures outlined in this bulletin.

SDCS entries are subject to random state and local auditing to ensure compliance with both state and local policy and procedure.

Members experiencing login/password or technical issues, may contact the SFPD Help Desk at [REDACTED] or by phone at (415) 558-[REDACTED]

Questions regarding training or policy issues may be forwarded to Professional Standards at [REDACTED]. Members are not to contact the California DOJ directly. Click on the listed link to view the reference material. [REDACTED]

References:

- DOJ - Stop Data Collection System Web Application Manual (PDF)
- Title 11, Div 1, Enforcement Ch 19 Sec 999.224 - 999.229: Regulations Implementing AB953 999.229 (PDF)
- DOJ - Stop Data Collection Form - CJIS 2000 (Fillable PDF)
- AB953 Outline (PDF)
- DOJ Table of Charges Tips Sheet (PDF)

  
WILLIAM SCOTT  
Chief of Police

*Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.*