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18-105
05/31/18

Stop Data Collection System (SDCS) Implementation
(Rescinds DB 16-208 & 17-213)

In order to comply with the Racial and Identity Profiling Act of 2015, also known as California Assembly Bill 953 (AB953), as well as legislation set forth by the San Francisco Board of Supervisors, the Department will be changing data collection methods currently used to record stop data. **On the 1st of July, 2018, the Department shall cease use of eStop and begin use of the State's Stop Data Collection System (SDCS).**

To comply with reporting requirements, all stop data will be available to the public via the California DOJ's Open Justice website for review, download and analysis. Officers' unique identifying numbers will not be published.

The State mandated data collection program changes the Department's current procedures and policies in two important ways:

1. Members shall utilize **their perception of an individual**, and not request or utilize documentation (driver's license, etc) to complete the SDCS entry.
2. The State collection program greatly expands on data collected, with 27 data fields to be addressed, along with two open text fields for narrative entries.

Members shall submit through the SDCS web portal stop data for **all** stops, including, but not limited to **pedestrian, bicycle and vehicle stops**. SDCS entries are required when a stop is initiated based on information developed by the member's own observation, or the direction and information from another member, DEM (Dispatch), or members of the public. For the purposes of this policy, a stop is defined as:

1. Any detention, by a peace officer of a person, or;
2. Any peace officer interaction with a person in which the officer conducts a search

Members shall enter all stop data into SDCS prior to end of their shift, unless exigent circumstances prevent entry, in which case officers shall enter data by the end of their next shift.

Members will access the SDCS web portal via the SDCS icon located on station computers. Upgraded MVTs and department issued cell phones will eventually gain access to SDCS, however, are not supported at this time.

If the SDCS system becomes inaccessible, members shall utilize the linked form to retain stop data for entry into the SDCS system upon restoration of service. Members are to enter their own stop data. This form titled "Stop Data Collection Form" can also be accessed in the SFPD forms folder on all desktops. Destruction of this document is authorized upon successful data upload into SDCS.

Once an entry has been sent to the DOJ, corrections can only be made by emailing [REDACTED]. The email should include the DOJ entry number, all changes needed and reason for changes.

Training & Implementation

All members shall review and become familiar with the attached training materials no later than June 30, 2018. Questions not addressed in the training can be referred to unit Training Coordinators. Station and Unit Training Coordinators were detailed to attend a train the trainer session in late May to serve as local subject matter experts.

All training materials are linked to this bulletin, and are accessible on the SFPD Intranet and any department provided computer or cell.

SFPD Technology Division and DOJ shall be responsible for account creation. Members can expect to receive two emails from the DOJ. The first will be to notify them that they have an active account and the second will be to set up their password and security questions. Once this is completed, members will be able to log in and use the system in a training environment up until June 30, 2018.

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) 558-3877.

Questions regarding training or policy issues may be forwarded to Professional Standards at [REDACTED] sfgov.org. Members are not to contact the DOJ directly.

Click on the below link to view the reference material.
[REDACTED]

Reference Material

- Title 11, Div 1, Enforcement Ch 19 Sec 999.224 – 999.229: Regulations Implementing AB953 999.229
- AB 953 Outline
- Stop Data Collection System Web Application Manual
- Stop Data Collection Form - CJIS Form #2000

(ACTING CHIEF) 

WILLIAM SCOTT
Chief of Police

ASST. CHIEF T. CHAPLIN
OPERATIONS

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