

OPERATIONS MANUAL

MANDATED DISCLOSURE UNIT

SAN DIEGO POLICE DEPARTMENT



Revised August 2025

Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 7923.600.

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I. MISSION STATEMENT

The Mission of the Mandated Disclosure Unit is to maintain public trust by producing records required by California Transparency Laws and by tracking RIPA data and use of force reporting.

II. OVERVIEW

On January 1, 2019, Senate Bill 1421 went into effect, and it was followed by Assembly Bill 748 on July 1, 2019, and Senate Bill 16 on September 30, 2021.

SB-1421 amended Sections 832.7 and 832.8 of the Penal Code, relating to peace officer records.

AB-748 amended Section 6254 of the Government Code, relating to peace officers.

SB-16 amended Section 1045 of the Evidence Code, and to amend Sections 832.5, 832.7, and 832.12 of, and to add Section 832.13 to, the Penal Code, relating to peace officers.

These bills significantly changed the California Public Records Act (CPRA) and government codes that provide instructions for the release of records to the public. Several categories of records are no longer exempt from public disclosure and the Department, along with the City of San Diego, has identified previously undisclosed files that must be released to comply with the provisions of these legislative mandates. Additionally, the City of San Diego was involved in litigation related to SB 1421. The settlement of this litigation established a timeline for the release of these newly responsive documents.

To comply with the requirements of SB-1421 and future mandated disclosure legislation, the Department created the Requested Information Unit (RIU), currently known as Mandated Disclosure Unit (MDU). The Mandated Disclosure Unit falls under the Research, Analysis, and Planning (RAP) Command.

Currently, this unit is located at Headquarters 4th Floor and comprised of the following: 1 Captain, 1 Lieutenant, 2 sergeants, 2 officers, and 2 civilians who administer CPRA requests. Members of MDU are responsible for identifying responsive documents, redacting exempted and protected information, and producing responsive materials through the NextRequest portal

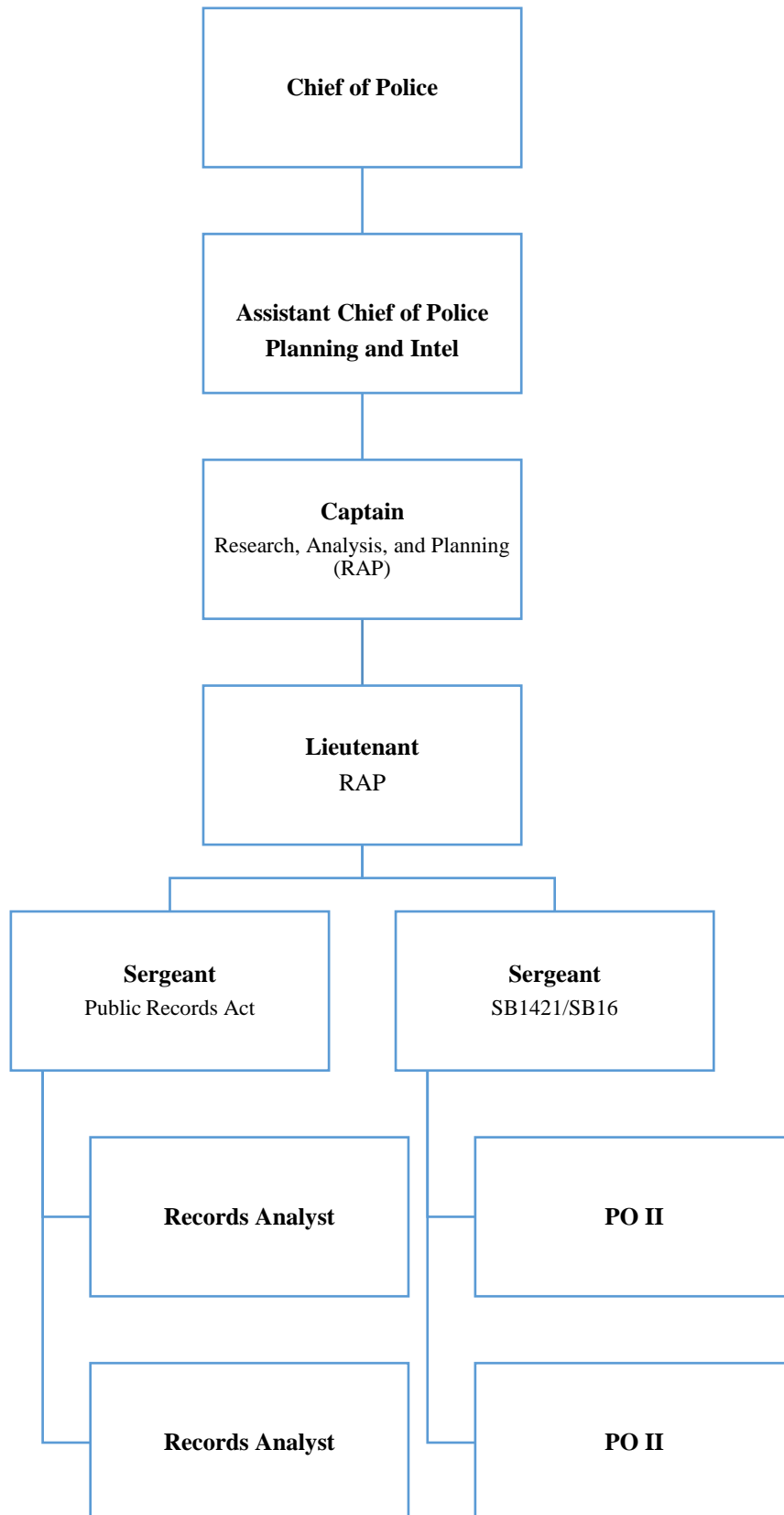
(<http://sandiego.nextrequest.com>) or directly to the requestor at the request of the subject matter expert. Information that should be redacted includes:

- Personal data or information, such as home addresses, telephone numbers, or identities of family members, other than the names and work-related information of peace and custodial officers.
- The anonymity of complainants and witnesses.
- Medical, financial, or other information **for all persons** of which disclosure is specifically prohibited by federal law or would cause an unwarranted invasion of personal privacy.
- Information associated with a specific, articulable, and particularized reason to believe that disclosure of the record would pose a significant danger to the physical safety of the peace officer, custodial officer, or another person.

In addition to mandated disclosure legislation requests, the Mandated Disclosure Unit is also responsible for the following:

- Ensuring Racial Identify Profiling Act (RIPA) data is organized and sent to the California Department of Justice in a timely manner and pursuant to the provisions of state law.
- Ensuring submissions are reviewed and quality checked to ensure data is accurately submitted to the California Department of Justice.
- Managing and preparing appropriate California Public Records Act (CPRA) requests via the Records Management Analysts.
- Managing and preparing appropriate e-mail documents as requested in subpoenas received by Records.
- Specialized redaction of BWC at special request of any unit in the Department at direction of the RAP Captain.
- Providing expert guidance Department wide regarding compliance with CPRA requests.

III. ORGANIZATION CHART



IV. MANDATED DISCLOSURE UNIT

The MDU is responsible for identifying, processing, and releasing materials, as required by California mandated disclosure legislation, related to investigations that were previously exempted from public disclosure.

Members of the MDU will ensure required redactions are properly applied to responsive documents which fall under the legal provisions enacted by mandated disclosure legislation. Furthermore, MDU staff will produce information required by RIPA in a timely fashion and make certain CPRA requests are fulfilled as efficiently and transparently as possible, while being compliant with all applicable laws. The two California Senate Bills which drive the work of the unit are Senate Bill 1421 and Senate Bill 16 which have been codified under 832.7 PC.

SB 1421 requires responsive documents to be released related to the following:

- Discharge of a firearm at a person.
- An officer using force against a person which resulted in death or great bodily injury.
- A sustained finding by an agency or an oversight agency of an officer engaged in a sexual assault against a member of the public.
- A sustained finding by an agency or an oversight agency involving dishonesty by an officer.

SB 16 requires responsive documents to be released related to the following:

- A sustained finding involving a complaint that alleges unreasonable or excessive force.
- A sustained finding that an officer failed to intervene against another officer using force that is clearly unreasonable or excessive.
- Any record relating to an incident in which a sustained finding was made by any law enforcement agency or oversight agency that a peace officer or custodial officer engaged in conduct including, but not limited to, verbal statements, writings, online posts, recordings, and

gestures, involving prejudice or discrimination against a person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

- Any record relating to an incident in which a sustained finding was made by any law enforcement agency or oversight agency that the peace officer made an unlawful arrest or conducted an unlawful search.

AB 748 requires:

- Law enforcement agencies must release audio and video recordings that relate to critical incidents within 45 days and modifies Government Code 6254 (f) (4).
- The production of critical incident videos is not addressed by the Mandated Disclosure Unit. This work is completed by the Chiefs' Office in conjunction with the Media Unit.

The Mandated Disclosure Unit also fulfills the following responsibilities:

- Organizes and submits RIPA data to the California Department of Justice.
- Disseminates and coordinates public records requests to other units within the Department.
- Manages and prepares appropriate e-mail documents as requested in subpoenas received by Records.
- Coordinates production, distribution, and collection of attestations where CPRA law requires examination of personal, department, or stipend electronic devices.

V. DUTIES AND RESPONSIBILITIES

- A. Sergeant Responsibilities: MDU is managed by two Sergeants who oversee different components of the MDU. These are broken down into two different areas of responsibilities:

SB1421/SB16 Sergeant

- Oversees the overall staffing of MDU.
- Studies space allocations, document storage and access issues, and makes appropriate recommendations to unit configuration and procedures.
- Develops internal work progress schedules based on statute, litigation, historical, departmental, and other requirements.
- Makes recommendations pertaining to the electronic infrastructure required to meet the mandates of the unit.
- Reviews and assigns incoming cases pertaining to mandated disclosure legislation.
- Conducts review of audio, video, and document production associated with disclosures prior to posting on Mandated Disclosure website.
- Maintains mandated disclosure legislation assignment logs.
- Updates and maintains Mandated Disclosure spreadsheets.
- Checks status and progress of mandated disclosure legislation cases for redaction.
- Uploads qualifying SB-1421 and SB-16 cases to the City website www.sandiego.gov/police/data-transparency/mandated-disclosures).
- Notifies subject officer of pending SB-16 and SB-1421 releases via their respective chain of command.
- Assists Inspection and Control Sergeants with review of mandated disclosure legislation cases and Inspection & Control assignments.

CPRA/RIPA Sergeant

- Reviews and assigns California Public Records Act Requests.

- Provides oversight with the Records Management Analyst to ensure CPRA requests through Nextrequest are met and disseminated to applicable units and fulfilled within the San Diego Police Department within the statutorily mandated deadlines.
- Plans, organizes, and implements procedures for proper redactions pertaining to mandated disclosure legislation.
- Meets weekly with the Deputy City Attorney to answer MDU's questions and concerns about CPRA production, troubleshoot issues with CPRAs, and to ensure optimal compliance with the law.
- Apprizes the Research, Analysis, and Planning Captain of any unusual occurrences or cases of a sensitive nature.
- Assists the MDU and Inspection and Control Sergeants with review of mandated disclosure legislation cases and Special Projects assignments.
- Oversees submissions of RIPA cards to the California Department of Justice.
- Verifies RIPA cards are properly completed.
- Corrects errors that arise from the Department's daily RIPA submissions.
- Serves as the Department liaison with the California Department of Justice and San Diego Sheriff's Department.
- Ensures the Department meets the yearly compliance requirement concerning the Assembly Bill 953, the Racial and Identity Profiling Act of 2015.
- Responsible for creating updates to Department announcements, training bulletins, and conducting training when necessary.
- Assists the MDU Sergeant with review of CPRA requests and mandated disclosure legislation cases.

- Reports department force to the California Department of Justice per AB-48, which pertains to the use of kinetic energy projectiles and chemical agents to disperse assemblies, protest, or demonstrations.
- Reports on the use of kinetic energy weapons used during protest to include “zero use” reports monthly, in compliance with AB-48.

These roles are subject to modification depending on the number of supervisors staffed within MDU.

Additionally, all sergeants will be responsible for the following:

- Providing overall management and effective performance of MDU staff.
- Assists officers in any work area when needed and in situations which require direct supervision or specialized expertise.
- Plans, organizes, and implements procedures for proper redactions pertaining to mandated disclosure legislation.
- Reviews, evaluates, and provides feedback for reports which have been redacted by MDU Staff.
- Studies space allocations, document storage and access issues, make appropriate recommendations to unit configuration and procedures.
- Compiles and maintains records system documentation, reporting and analysis.
- Develops internal work progress schedules based on legal, historical, Departmental, and other requirements.
- Serves as a liaison between the Police Department and the City Clerk’s Office, the City Attorney’s Office and others on matters related to records affected by mandated disclosure legislation.
- Periodically reviews the adequacy of the unit’s computers to determine if there is optimal computing power for the redaction process.

- Provides oversight with the Records Management Analyst to ensure CPRA records requests made through NextRequest are disseminated to applicable units within the San Diego Police Department and fulfilled in a timely fashion.

B. Detective and PO-II Officer Responsibilities:

- Uploads corresponding records to the MDU computer drive for processing.
- Develops necessary skills to keep up to date with evolving redaction software. Test new redaction software to ensure optimal digital tools are being used.
- Attend occasional update trainings on redaction software to stay up to date and working at optimal efficiency.
- Processes and redacts assigned disclosable cases per mandated disclosure legislation.
- Apprizes the sergeant of any unusual occurrences or cases of a sensitive nature during the processing of responsive documents.
- Performs special assignments while maintaining normal workload responsibilities.

C. Records Management Analyst Responsibilities:

- Serves as the liaison to the PRA Program and coordinates the Department's response to a request.
- Consults with the CPRA Program Manager and other staff throughout the Department to determine if there are responsive documents exist.
- Within five (5) calendar days of assignment of the request, communicates whether or not the Department possesses responsive documents or if additional time is needed and the estimated date on which the disclosable records will be made available.

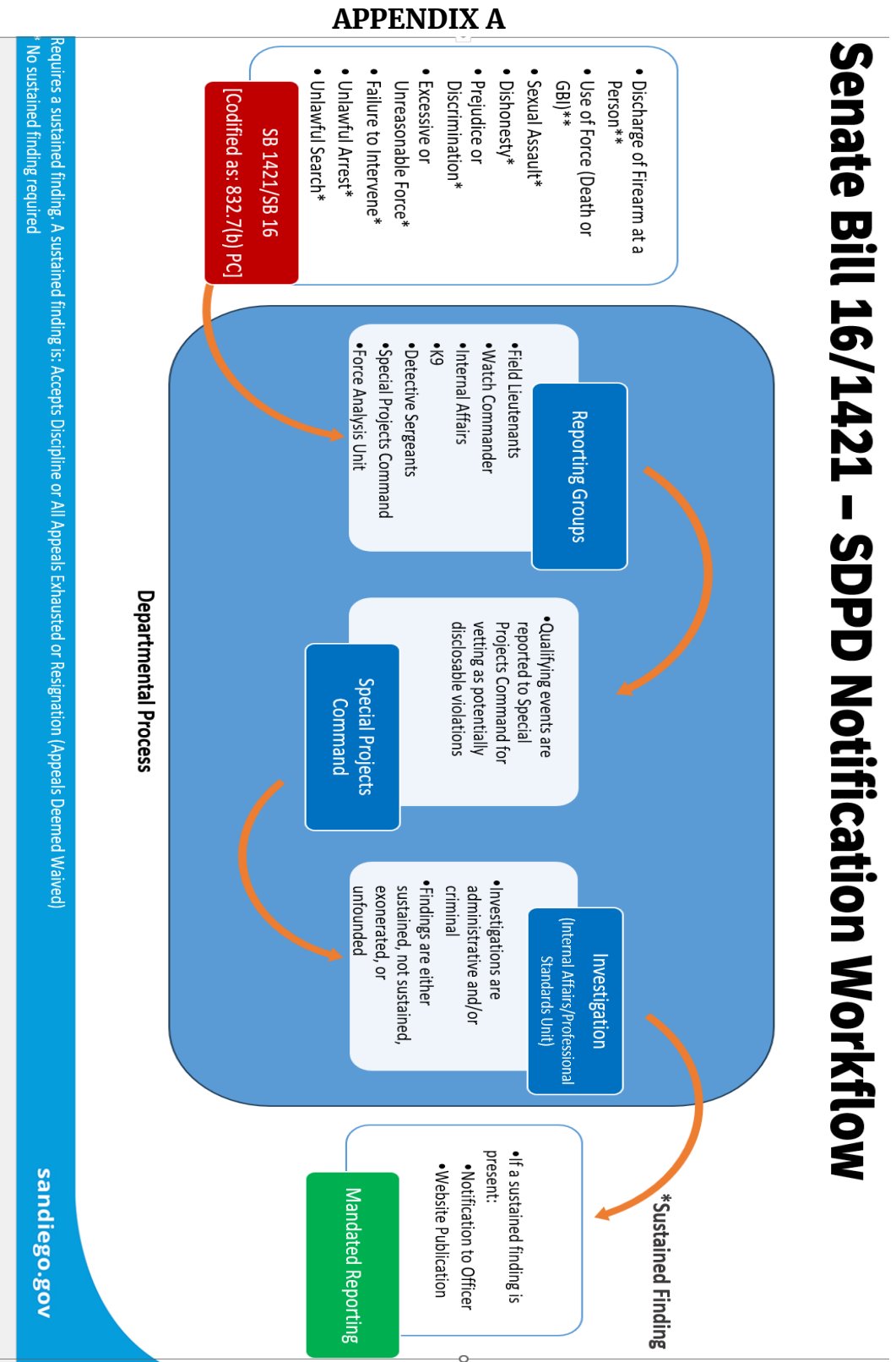
- If the Records Management Analyst is out of the office during the time in which the City must respond to a request, the secondary Records Management Analyst in the unit will respond to the request.
- Manages and prepares subpoenaed documents regarding e-mail searches. Responsive documents will be completed and returned to Records within the designated time frame stated by the subpoena.
- Redacts documents as required by law prior to production.

VI. **UNIT RULES AND REGULATIONS**

DEPARTMENT SECURITY

- Staff members receive a Police Identification Card that must be worn in all police facilities and will also be issued a Security Access Card. Lost access cards must be reported to the immediate supervisor immediately so the lost card can be deactivated and a new one issued by Police Human Resources.
- All outside doors to the MDU must remain closed at all times.
- Only MDU employees are allowed in the office unless approved by a supervisor.
- All staff must complete a Confidentiality Form which will be filed with the Internal Affairs Unit.
- Due to the sensitive nature of information processed in the Mandated Disclosure Unit, no cases will be discussed or mentioned outside the unit.

Senate Bill 16/1421 – SDPD Notification Workflow



APPENDIX B
THE MANDATED DISCLOSURE UNIT

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