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OPERATIONS MANUAL

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Requested Information Unit

San Diego Police Department

April 2020

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I. OVERVIEW

On January 1, 2019, Senate Bill 1421 went into effect, and it was followed by Assembly Bill 748 on July 1st, 2019. These bills significantly changed the California Public Records Act 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, the Department created the Requested Information Unit. Currently, this unit is located at Central Division and comprised of the following: 1 Detective, 2 Officers, 3 Sergeants, and 2 civilians who handle CPRA requests. Members of RIU are responsible for identifying responsive documents and redacting exempted and protected information. Information that should be redacted includes:

- Personal data or information, such as home address, 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 SB 1421 and AB 748 requests, the Requested Information Unit is also responsible for the following:

- Managing Smart Streetlight requests for area stations and investigators without direct access to these sensors, along with providing training related to this technology.
- Ensuring RIPA data is organized and sent to Department of Justice in a timely manner and pursuant to the provisions of state law.

- Manage and prepare appropriate California Public Records Act (CPRA) requests via the Records Management Analyst.

II. **MISSION STATEMENT**

Members of the RIU will make sure required redactions are properly applied to responsive documents which fall under the legal provisions enacted by SB 1421 and AB 748. Furthermore, RIU staff will manage Smart Streetlight requests, meet RIPA deadlines, and make certain CPRA requests are handled as efficiently and transparently as possible, while being compliant with all applicable laws

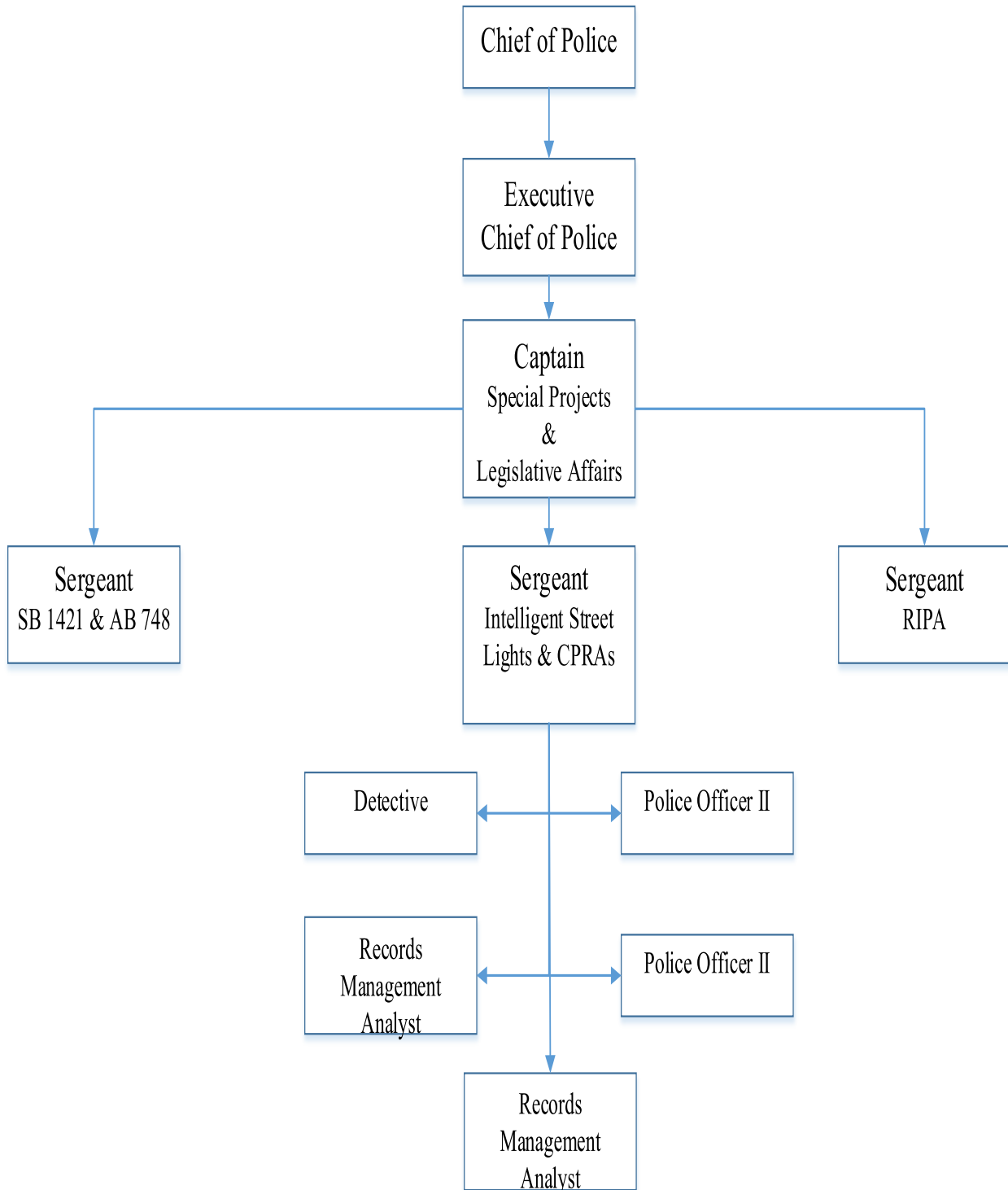
III. **STRATEGIC PLAN**

- A minimum of 4 cases will be released per month that fall under SB 1421 and AB 748.
- Smart Streetlight requests that come to the Requested Information Unit will be handled as soon as possible to avoid any loss of evidence critical to successful investigations.
- RIPA data will be submitted as required by law and may be published earlier at the direction of the Chief of Police.
- CPRA requests will be managed and handled as set forth in Administrative Regulation (A.R.) 95.21 by the Records Management Analyst.

IV. **ORGANIZATION**

See Organization Chart below:

REQUESTED INFORMATION UNIT



V. **REQUESTED INFORMATION UNIT OVERVIEW**

The Requested Information Unit is responsible for identifying, processing, and releasing materials, as required by SB 1421 and AB 748, related to investigations that were previously exempted from disclosure.

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 of dishonesty by an officer.

AB 748 further 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 Requested Information Unit also fulfills the following responsibilities:

- Organizes and submits RIPA data to the Department of Justice.
- Assists investigative units with the recovery of evidence from Smart Streetlight sensors.
- Disseminates and coordinates public records requests to other units within the Department.

VI. **DUTIES AND RESPONSIBILITIES**

- A. Sergeant Responsibilities: The Requested Information Unit is managed by three Sergeants who oversee different components of the RIU. These are broken down into three different areas of responsibilities

Sergeant A: Responsible for Intelligent Streetlight operations, CPRA requests, and overall staffing of the unit which includes one Detective, two PO II's and two Records Management Analyst positions.

Sergeant B: Oversees SB1421 and AB 748 submissions, approves redacted investigations, and assures required redactions are in place.

Sergeant C: Responsible for RIPA submissions to the DOJ (Department of Justice). Assists with reviewing redacted investigations.

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

Additionally, all sergeants will be responsible for the following:

- Provide overall management and effective performance of Requested Information Unit staff.
- Plan, organize and implement procedures for proper redactions pertaining to SB 1421 and AB 748.
- To ensure at least 4 cases are submitted to the PRA Liaison through NextRequest at least once a month.
- Review, evaluate and provide feedback for reports which have been redacted by Requested Information Unit Staff.
- Study space allocations, document storage and access issues, make appropriate recommendations to unit configuration and procedures;
- Compile and maintain records system documentation, reporting and analysis;
- Develop internal work progress schedules based on legal, historical, departmental and other requirements;
- Serve 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 SB 1421 and AB 748;
- Serve as the liaison with Department of Justice (DOJ) regarding audits pertaining to RIPA data;
- Procuring computer equipment as needed for RIU needs;

- Providing oversight with the Records Management Analyst to ensure records requests through NextRequest are met and disseminating requests to applicable units within the San Diego Police Department.

B. Detective, PO-II, and Provisional Officer Responsibilities:

- Process and redact assigned cases applicable under SB 1421 and AB 748.
- Process Smart Streetlight requests from other investigative units.
- Prepare RIPA Data for submission to Department of Justice as required by law.

C. Records Management Analyst Responsibilities:

- The Records Management Analyst serves as the liaison to the PRA Program and coordinates the Department's response to a request;
- The Records Management Analyst consults with the CPRA Program Manager and other staff throughout the department to determine if there are responsive documents to the request.
- Within 5 calendar days of assignment of the request, the Records Management Analyst must communicate 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.

VII. ATTENDANCE PROCEDURES

All requests for planned time off must be submitted and approved in advance by the immediate supervisor via a "Request for Leave of Absence" form. In advance means at least one hour prior to the start of the scheduled shift and workday.

Requested Information Unit employees are expected to be on time for each scheduled workday. That includes arriving to work and returning from breaks and lunch on time. All instances of tardiness will be accurately documented in payroll records.

When too ill to report to work as scheduled, staff must personally call their supervisor at least one hour prior to the beginning of their shift, advising how long they expect to be absent.

Following illness or emergency absences, personnel must complete a “Request for Leave of Absence” form immediately upon returning to work and update their OneSD timecard.

A. OVERTIME

Overtime must be approved in advance by the employee’s immediate supervisor as outlined in Department Procedure 1.20. Staff may not perform any duties outside scheduled work hours without the prior authorization of the appropriate supervisor.

B. TIMECARD INSTRUCTIONS

- Paychecks are prepared from electronic time entries and will be distributed two weeks following the end of a pay period. The staff is responsible for entering their own timecard electronically.
- Incomplete/incorrect entries or late submission could result in payment delays.
- When completing the entry, the Rec Order # must be included. Although not exclusive, the most commonly used Rec Order # is 11004176 for SB1421 purposes.

VIII. 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 Requested Information Unit must remain closed at all times.
- Only Requested Information Unit 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 Requested Information Unit, no cases will be discussed or mentioned outside the unit.

IX. SAFETY, FACILITIES & EQUIPMENT

A. SAFETY

To help ensure the safety and well-being of RIU employees, a detailed emergency action plan (EAP) has been created by the Economic Crimes Unit. Emergency evacuations procedures are outlined on the inside wall of the front door to the RIU. The Economic Crimes Unit WPO oversees updating and maintaining the EAP.

B. FACILITIES

A lounge has been provided for the staff and users are expected to clean up after themselves.

C. EQUIPMENT: UNIT TELEPHONES and COMPUTERS

- Conduct on the telephone reflects on all RIU employees and the San Diego Police Department. Employees must always be courteous to callers.
- Personal phone calls must be kept to a minimum. Department phone lines may not be used for personal long-distance calls.
- All uses of Department computer equipment, telephone and voice mail systems, electronic systems, and electronic data, including e-mail and the Internet, are limited to work-related purposes only. Use of e-mail and the Internet is provided as a means of efficient and effective communications, as a tool to obtain specific data pertinent to Department business, and for other purposes that benefit the Department. (See City Administrative Regulation 90.62, Electronic Mail and Internet Use, for further information.

D. SUPPLIES:

The Requested Information Unit will obtain office supplies from the Financial Crimes Unit located directly next door. Requested items will be handled through the Financial Crimes WPO.