



LONDON N. BREED
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
HEADQUARTERS
1245 3RD Street
San Francisco, California 94158



WILLIAM SCOTT
CHIEF OF POLICE

October 23, 2019

Via email 81412-71801448@requests.muckrock.com

Anonymous
Somer, MA 02144-2516

RE: Public Records Request, dated October 8, 2019, Reference # P009438-101619

Dear Anonymous:

The San Francisco Police Department (SFPD), Legal Division received your Public Records Act request on October 15, 2019.

You requested, * * "Note that all of your responses (including disclosed records) may be automatically and instantly available to the public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). Redact your responses correctly - once you send them to us there is no going back. * *

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance and the CPRA, made on October 8, 2019 re: your department head's calendars.

This is also a 67.21 (c) request for the statement of quantity, nature, and form (even if exempt!) for each of #1, 2, and 3, within 7 days without extension. For the quantity of #1, I would like the number of meetings, each of which is an item being requested.

All calendars, whether Prop G/67.29-5 or not that your agency prepared, owned, used, or retained re: the public's business are public records (see SOTF 19047; Sup. of Records response of Sept. 6; and Good Government Guide).

All records must be provided in rolling fashion. If you use a web portal, you must make all records open without login or terms and conditions; or you may provide records as attachments.

Please read carefully the exact wording of my request as it is different than my prior ones. Please follow the Ordinance precisely as I am auditing your agency's public records regimen; as you are well aware, every violation of the Sunshine Ordinance will be appealed.

Please provide:

- 1a). IMMEDIATE DISCLOSURE: an electronic copy of the department head's
prospective/expected calendar or schedule, with all expected events/items, from Oct 21 to Oct

28, 2019 (inclusive). Calendar items must include (but are not limited to): the exact start and end time of the meeting, the location, the title, all invitees and whether they accepted or not, attachments, inline images, if they exist in the record. We are specifically requesting ALL calendar/scheduling items, individually, for the department head, whether the department head themselves possesses them or their staff, whether they are labeled "Prop G" or not, and whether they are on a computer or in physical form (such as a diary, a physical calendar on a wall, etc.). You are welcome to virtually print/export each item (not the summary view) directly to .PDF form in Outlook and redact them. Do not cutoff information like long text that does not fit on the screen - that would be unjustified withholding. In order to ensure immediacy of disclosure, in this and only this request, .ics format and headers are NOT specifically requested (though you are welcome to provide them if it can be provided immediately). Do NOT physically print and re-scan records

1b). IMMEDIATE DISCLOSURE: an electronic copy of the department head's calendar or schedule, with all events/items, from Sep 30 to Oct 7, 2019 (inclusive). Calendar items must include (but are not limited to): the exact start and end time of the meeting, the location, the title, all invitees and whether they accepted or not, attachments, inline images, if they exist in the record. We are specifically requesting ALL calendar/scheduling items, individually, for the department head, whether the department head themselves possesses them or their staff, whether they are labeled "Prop G" or not, and whether they are on a computer or in physical form (such as a diary, a physical calendar on a wall, etc.). You are welcome to virtually print/export each item (not the summary view) directly to .PDF form in Outlook and redact them. Do not cutoff information like long text that does not fit on the screen - that would be unjustified withholding. In order to ensure immediacy of disclosure, in this and only this request, .ics format and headers are NOT specifically requested (though you are welcome to provide them if it can be provided immediately). Do NOT physically print and re-scan records.

2.REGULAR DISCLOSURE: If the department head or any of the department head's staff uses any invitation/guestlist tracking systems on behalf of the department head (such as Outlook's invite mechanism OR regular emails), those items are included within the scope of this request #2, for the date range in #1. In order to ensure rapid disclosure, in this and only this request, particular formats and headers are NOT specifically requested (though you are welcome to provide them if it can be provided rapidly).

3.REGULAR DISCLOSURE: Furthermore, I request that a City of San Jose v Superior Court (2017) search be performed of the department head, their senior-most deputy, their chief of staff (or equivalent, and deputy chiefs), and all personal/secretarial/administrative assistants, such that each such official either provide all records responsive to #1 that are present on their personal accounts/devices/property (solely to the extent the record or portion thereof relates to the public's business), or provide a declaration/affidavit that no such records exist. All such affidavits are also requested. In order to ensure rapid disclosure, in this and only this request, particular formats and headers are NOT specifically requested (though you are welcome to provide them if it can be provided rapidly)."

On the same date, SFPD informed you that your request was not simple, routine, or otherwise readily answerable and it was considered a standard public records request that allows SFPD up to 10 days to respond.

Responsive records are included in this correspondence. Please note that certain information has been withheld in these materials under the following:

Govt. Code Sec. 6254(c) – personal information on the basis of privacy.

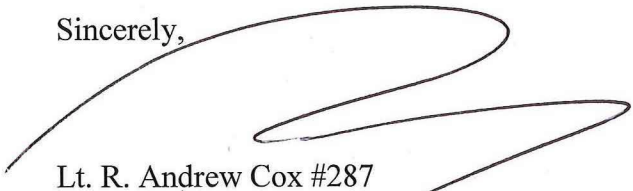
Admin Code 67.29-5(b) – attendees who fall under this section have been withheld including labor/employee groups and organizations, as well as members of the public who wished to remain anonymous.

Per Admin Code 67.29-5(e) – names of Department members are not provided when all attendees at the meeting are in the official's City department.

As for your request for the calendar for date range October 21 – 28, these records are not being provided per Admin Code 67.29-5(a). "Such calendars shall be public records and shall be available to any requester three business days subsequent to the calendar entry date." The SFPD will provide you with an update by October 29.

Thank you for your courtesy in this regard.

Sincerely,



Lt. R. Andrew Cox #287
Officer in Charge
Risk Management - Legal Division



LONDON N. BREED
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
HEADQUARTERS
1245 3RD Street
San Francisco, California 94158



WILLIAM SCOTT
CHIEF OF POLICE

October 29, 2019

Via email 81412-71801448@requests.muckrock.com

Anonymous
Somer, MA 02144-2516

RE: Public Records Request, dated October 8, 2019, Reference # P009438-101619

Dear Anonymous:

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San Francisco Police Department
Chief William Scott
HIGHLIGHTS FOR MONDAY, OCTOBER 21

0930 hours	MEETING: Staff RE: Personnel Issue Location: PHQ, CHIEF'S OFFICE CONF. ROOM
1030 hours	MEETING: Department of Police Accountability DPA Director Paul Henderson and Ms. Sarah Hawkins RE: Personnel Issue Location: CONFERENCE CALL
1145 hours	MEETING: SF Controller Ben Rosenfield RE: Monthly Briefing Location: 699 DELANCEY STREET
1300 hours	MEETING: Command Staff RE: Weekly Briefing Location: PHQ, CHIEF'S OFFICE
1400 hours	MEETING: Staff RE: Policy Issue Location: PHQ, CHIEF'S OFFICE
1430 hours	MEETING: Staff RE: Strategic Management Bureau Briefing Location: PHQ, CHIEF'S OFFICE
1530 hours	MEETING: Staff RE: Policy Issues Location: PHQ, CHIEF'S OFFICE
1630 hours	MEETING: Department of Police Accountability Director Paul Henderson, Commissioner Robert Hirsch RE: Bi-weekly Briefing Location: CONFERENCE CALL

San Francisco Police Department
Chief William Scott
HIGHLIGHTS FOR TUESDAY, OCTOBER 22

0900 hours	ATTEND: California Attorney General Zone II Meeting RE: Meeting with Law Enforcement Executives Location: ALAMEDA COUNTY – OES 4985 BRODER BLVD. DUBLIN, CA
1230 hours	MEETING: Staff RE: Personnel Issues Location: PHQ, CHIEF’S OFFICE CONF. ROOM
1330 hours	MEETING: Staff RE: Crisis Intervention Team Briefing Location: PHQ, CHIEF’S OFFICE CONF. ROOM
1500 hours	ATTEND: Board of Supervisors Hearing RE: Collaborative Review Initiative Update Location: CITY HALL, BOS CHAMBERS

San Francisco Police Department
Chief William Scott
HIGHLIGHTS FOR WEDNESDAY, OCTOBER 23

0930 hours	MEETING: Commissioner Damali Taylor RE: Policy Discussion Location: CONFERENCE CALL
1000 hours	MEETING: Staff RE: Chief's Office Project Update Location: PHQ, CHIEF'S OFFICE
1100 hours	MEETING: Staff RE: Crime Trends Discussion Location: PHQ, CHIEF'S OFFICE CONF. ROOM
1200 hours	MEETING: Chief of Staff Sean Elsbernd RE: Weekly Briefing Location: CONFERENCE CALL
1230 hours	MEETING: Mayor London Breed RE: Weekly Briefing Location: CITY HALL, ROOM 200
1400 hours	MEETING: Staff RE: Personal Location: PHQ, CHIEF'S OFFICE
1430 hours	MEETING: SF Interim District Attorney Suzy Loftus, Sharon Woo RE: Bi-weekly Briefing Location: PHQ, CHIEF'S OFFICE CONF. ROOM

**SAN FRANCISCO POLICE DEPARTMENT
CHIEF WILLIAM SCOTT
HIGHLIGHTS FOR THURSDAY, OCTOBER 24 – TUESDAY OCTOBER 29**

NO PUBLIC MEETINGS

MAJOR CITIES CHIEFS 2019 FALL MEETING

Thursday October 24, 2019 – Saturday, October 26, 2019
Chicago, IL

**INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE 2019
CONFERENCE**

Saturday, October 26, 2019 – Tuesday, October 29, 2019
Chicago, IL

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On October 16, the SFPD informed you that your request was not simple, routine, or otherwise readily answerable and it was considered a standard public records request that allows SFPD up to 10 days to respond.

On October 23, the SFPD provided you with responsive records and informed you that certain information has been withheld.

On the same date, the SFPD received your response regarding the documents we provided to you.

As for your request for the calendar for date range October 21 – 28, responsive records are included in this correspondence. Please note certain information has been withheld in these materials under the following:

Government Code Sec. 6254(c) – Personal information

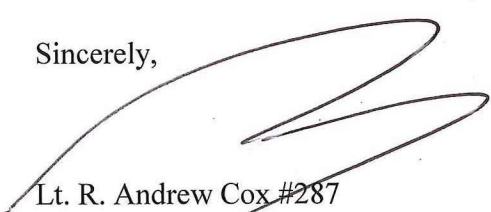
Government Code Sec. 6254(f) – Law enforcement sensitive information

Admin Code 67.29-5(b) – attendees who fall under this section have been withheld including labor/employee groups and organizations, as well as members of the public who wished to remain anonymous.

Admin Code 67.29-5(e) – names of Department members are not provided when all attendees at the meeting are in the official's City department.

Thank you for your courtesy in this regard.

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Lt. R. Andrew Cox #287
Officer in Charge
Risk Management - Legal Division