



London N Breed
Mayor

Department of Emergency Management
1011 Turk Street, San Francisco, CA 94102

Phone: (415) 558-3826
Fax: (415) 558-3869



Mary Ellen Carroll
Executive Director

CUSTODIAN OF RECORDS
REQUEST FOR DISPATCH RECORDS INSTRUCTIONS
(San Francisco Sunshine Ordinance, Administrative Code §67.2.seq.)

Dear Requestor:

Fill out each line as applicable. Specifically identify the information you are attempting to obtain.

The following information must be supplied to ensure your request is accepted:

- ✓ **Date of your request**
- ✓ **Name, address and contact telephone number**
- ✓ **CAD or police case number (if available)**
- ✓ **Date of the incident**
- ✓ **Location of the incident – if requesting address history, please list the date range**
- ✓ **Any other identifying information (i.e. requests for all calls to a particular location)**

If you do not have all of the above required information, please fill out the form to the greatest extent possible. *Incomplete requests may delay our ability to process the request in a timely manner or at all.*

We can use a police case number to locate your CAD record; however, **we do not have access to San Francisco Police reports.** For copies of a police report, contact SFPD – Record Management via their web portal at www.sanfranciscopolice.org. You may also call 415.575.7232 or email them at sfpd.cisu.reports@sfgov.org.

If your request requires a payment, we currently accept cash, check, or money order. To avoid delays in receipt of your request, please include payment in the exact amount due with the request form.

WE CANNOT PROVIDE RUSH SERVICE. Requests are processed in the order received. While we process requests as quickly as possible, we have up to 10 calendar days to accept or deny the request. It is not necessary to call for the status of your request.

You may submit a completed form via US mail, in person, fax, or email.

In person: There is a secure drop box in our lobby along with additional blank forms for your convenience.

Fax: You may fax us at 415.558.3869.

Email: dem.records@sfgov.org – Printouts only

We cannot return records by email at this time. You must choose whether to pick up the responsive records in person, or have them mailed to you via the return address you include on the form.

Mail: Department of Emergency Management

Attn: Custodian of Records

1011 Turk St

San Francisco CA 94102



SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT

Custodian of Records

Request for Dispatch Records

(San Francisco Sunshine Ordinance, Administrative Code §67.1.seq.)

Date of Request: _____

NOTE: No Same Day Service Available

Requestor Name: _____

Address: _____

City/State/Zip: _____ Telephone: _____

Records Requested: CAD Printout Telephone Audio (\$35) Radio Audio (\$35)
 Other (specify): _____

CAD Number: _____ Case or Incident Number: _____

Date of Incident: _____ Time of Incident: _____

Incident Location: _____

Other identifying information or details (be specific): _____

Fee Schedule: (City / County employees - DO NOT USE THIS FORM)

Audio: \$35.00 for phone audio for each CAD requested; \$35.00 for radio audio for each CAD requested.

Print: Printouts over 100 pages billed at \$0.10 per page.

Payment is by cash, check or money order

When Requesting by Email: Send the **completed form** to dem.records@sfgov.org.

(If you are requesting audio files, please mail the request form with exact payment to avoid a delay in receipt of the records requested. We cannot process electronic payments.)

Method of Delivery: Please check an option below. **We cannot currently send records by email**

I would like to inspect records by **mail**. Please send the records to the address above. I understand I must pay any applicable fees before the Department will send the records.

I would like to inspect & **pick up a copy** of the records from the Department of Emergency Management. Please advise when the records are ready. I understand I must pay any applicable fees before the Department will release copies to me.

For Office Use Only

Date Completed: _____ Completed By: _____

Comments: _____

To Whom It May Concern:

Pursuant to the California Public Records Act, I hereby request the following records:

I am requesting all electronic communication, including email, text message, any messaging service or app used in communication regarding the Tenderloin Linkage Center and it's fenced in area. This is to include communication between all government and non governmental agencies involved in the operation of the linkage center, including communications with non profit agencies.

I am requesting that all records be preserved until this request is completed.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 calendar days, as the statute requires.

Sincerely,

Virginia McDonald