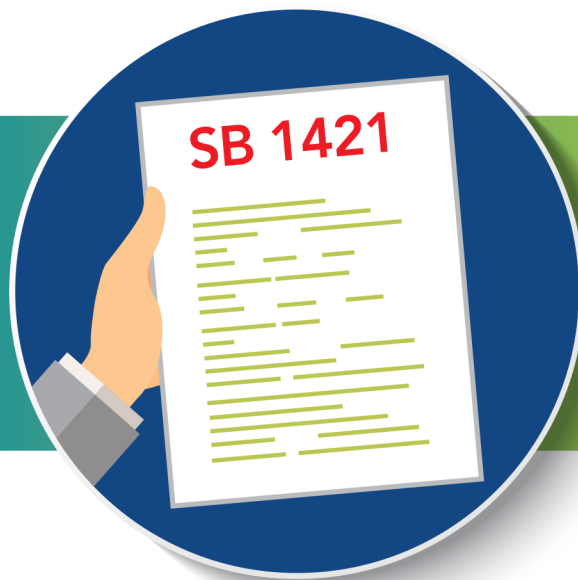


YOUR PARTNER FOR

# SB 1421

# COMPLIANCE



# THE BENCHMARK ROADMAP: NAVIGATING SB 1421

## California Senate Bill 1421

is already being felt by agencies across the state. Agencies are wading through old records, wondering how to make outdated storage devices – like floppy disks, videos, interview recordings, and paper – full of legacy case data accessible to the public.

Even if your agency has maintained record retention best practices, you still need to satisfy public records requests without sharing protected data like a victim's name. Do you have an intuitive system for identifying and redacting that information?

Staying compliant with SB 1421 will only be possible if your department has a way to digitize its legacy records, identify and redact protected data, distribute it to the public, and automatically purge old and exempt records.

## 1 Digitize



### Enter or import summary data from sustained investigations

SB 1421 only applies to sustained investigations of police misconduct and deadly or injurious use of force. If you already have a digital version of your summary findings, you can easily import that into our Internal Affairs platform within Benchmark Management System® (BMS). You can also manually enter information such as incident details – including what type of force was used, where the incident occurred, and conditions relevant to the outcome, along with any injuries sustained by your officers or complainants.

### Scan or import legacy documents and evidence in any format

Here's where we can help you make sense of all those legacy case records and the data associated with them. Once you've retrieved the data from your legacy documents, you can import it into our IA platform, regardless of the file type. Using our platform, you're able to create a comprehensive database of your legacy records.

## 2 Redact



### Optical Character Recognition (OCR)

Our IA platform utilizes Optical Character Recognition, which gives you the ability to search your documents for specific information, which you can then redact. This makes it easy to comply with SB 1421 without spending hours manually reviewing every one of your legacy case files.

Optical Character Recognition lets you quickly:

- ✓ Identify protected information types
- ✓ Search for those information types across all your digitized files
- ✓ Redact that protected information before granting public access

## 3 Report



### Manage Public Records Act (PRA) requests through an Online Portal

It's likely you've already received PRA requests citing SB 1421. Instead of creating one-off reports or opening your entire database to the public, you can create digital reports that can be shared with a link. This makes it easy to manage and respond to PRA requests without overwhelming your staff.

## 4 Purge



### Expand your bandwidth for tracking and purging records

While policies can vary by county, the state law requires California's agencies to retain OIS and police misconduct records for five years. Lacking the necessary resources, many agencies now face a backlog of records, making it difficult to comply with SB 1421. Our automated and configurable purge capability makes it easy to track the lifespan of records and retain only those necessary for overall compliance.

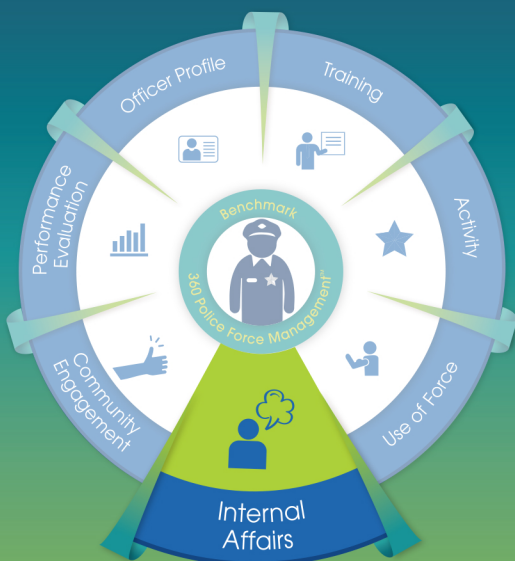


### With our Internal Affairs platform, expect to minimize the pains of compliance

Benchmark can help you quickly become 1421 compliant. By trading up to our Internal Affairs platform, you can easily upload historical cases, electronically scan and redact online what you need to, deliver reports and capture information. Working with us, you not only reduce the burden of past case files, but you ensure your agency has the future-forward system in place to continually improve, and effectively manage, its Internal Affairs workflows and data management.

The result is a partnership that works with you to ensure you minimize:

- ↓ The cost of staying compliant
- ↓ Your personnel needed to generate reports
- ↓ Your risk of sharing protected data
- ↓ The time you spend away from policework



### Benchmark Management System® (BMS)

BMS is a single-source software platform featuring seven analytics-driven management modules designed to capture day-to-day operational data in one location.



For more information, email request to:  
[info@benchmarkanalytics.com](mailto:info@benchmarkanalytics.com)