
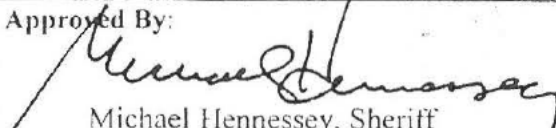


<p align="center">SAN FRANCISCO SHERIFF'S DEPARTMENT</p>  <p align="center">POLICY AND PROCEDURE</p>	Date Issued: 06/03/1993	Policy #:
	Last Revised: 08/16/2010	SFSD 02-23 <i>(formerly 11-01)</i>
	Related Policies: I-11 Sick Leave I-23 Legibility of Handwriting D-02 Use of Force I-41 EWW	
	Approved By:  Michael Hennessey, Sheriff	
Chapter: Operations	Title: Incident Reports	

POLICY: An Incident Report is an important instrument used for recording and disseminating information. Incident Reports shall be completed and routed in an expeditious manner to ensure that necessary information is received.

PURPOSE: To establish guidelines for employees who are required to write and/or approve Incident Reports.

I. General

A. All employees are required to write an Incident Report for:

1. All assaults.
2. Incidents involving employees:
 - a. on or off duty arrest or detention;
 - b. Absence Without Leave (AWOL);
 - c. illnesses or absences which are required by the Sick Leave policy;
 - d. insubordination or disobedience of order(s);
 - e. harassment;
 - f. conduct that reflects adversely on the Department;
 - g. release in error;
 - h. injury to employee;
 - i. an unusual event witnessed or information received by employee.
3. Incidents involving inmates:
 - a. escape or attempted escape;
 - b. walk-away;
 - c. suicide or attempted suicide;
 - d. death;
 - e. injury to inmate;
 - f. destruction of Department property;
 - g. riot or disturbance;

- h. contraband discovery;
 - i. assault on inmate.
- 4. Uses of force:
 - a. use of physical force;
 - b. use of chemical agent;
 - c. use of **Taser**;
 - d. use of **Arwen**;
 - e. brandishing of a firearm;
 - f. discharge of a firearm.
- 5. Other events:
 - a. missing or stolen Department property;
 - b. accident and/or damage to Department vehicle;
 - c. food service discrepancies.
- 6. Incident in which an employee is ordered to write an Incident Report by a supervisor.
- 7. All facilities/sections/units shall maintain an Incident Report log.

II. Procedure

A. Submission of Reports

- 1. The employee shall obtain an Incident Report number from the Incident Report Log/data base.
- 2. The employee shall complete the Incident Report Log entries.
 - a. The employee shall indicate on the Incident Report which facility/section/unit the employee was working for when the incident occurred.
- 3. The employee shall write Incident Reports while on duty.
 - a. If the employee is unable to write a report because of illness or injury, the employee's supervisor will collect the pertinent information and assign someone with knowledge about the incident to write and submit the Incident Report.
- 4. When the incident involves a crime, the employee will obtain an Incident Case Number from the San Francisco Police Department.
- 5. When the incident involves drugs, the employee will obtain a Drug Lab Number from the San Francisco Police Department.
- 6. All Incident Reports must be submitted by the end of the watch unless there is an extreme circumstance that must be approved by the watch commander.
- 7. A supervisor shall review, approve and submit the report to the facility/section/unit commander.

Incident Reports

- a. In the review process, the supervisor may direct the employee to clarify facts, explain facts further and/or correct errors.
8. The supervisor shall submit the report to the facility/section/unit commander as soon as possible or no later than 24 hours after approval of the Incident Report.
- B. The employee shall not transmit or forward an Incident Report until it has been approved.
 1. A memo detailing the essential facts of the incident may be forwarded.
- C. The employee shall not change the Incident Report once it has been approved.
 1. If any additional information or corrections are needed, the employee shall write a supplemental Incident Report.
 - a. The title of the report shall be "Supplemental to Incident Report Number XXXX."
 - b. The employee shall write only the supplemental information and not re-write the entire Incident Report.
- D. The supervisor shall send the original Incident Report to the Public Information Officer (PIO).
 1. Photographs and any physical evidence of a crime will not be sent to the PIO.
 2. If a crime is charged, a copy of the Incident Report shall be transmitted to:
 - a. The Undersheriff;
 - b. The Investigative Services Unit (ISU);
 - c. Project O.R.

III. References

N/A

IV. Forms

N/A