



C  
17-103  
04/26/17

**Outside Agency Courtesy Reports**  
**(Re-issue DB 15-042, Amends DGO 5.11 Section III (A)(2))**

Department General Order 5.11, Section III (A) 2, OUTSIDE AGENCY REPORTS states:

*“INCIDENT REPORT. Use the standard incident report form but do not assign it a San Francisco Police incident number. Instead, print “OUTSIDE AGENCY REPORT” in the box for the incident number and “OUT OF TOWN” for the location of occurrence. Include in the narrative of the incident report, the name, rank, assignment and telephone number of the person notified in the outside law enforcement agency. Submit the report in the standard manner.”*

Members are required to have a valid incident report number to generate an incident report in Crime Data Warehouse (CDW).

When preparing an Outside Agency/Courtesy Report in CDW, members shall request an incident number through dispatch. Because the incident occurred outside of San Francisco, the location on the CAD may reflect the member’s location at the time the reporting party contacted the member (i.e., District Station address for counter reports, etc).

Under the “District of Occurrence” tab, members shall select “Out of SF” from the pull-down menu and include the “Out of SF” address in the incident narrative. Members shall follow all other instructions outlined in DGO 5.11, Outside Agency Reports and Responses.

All outside agency reports generated in the CDW shall have the primary title of “Courtesy Report.” All other incident headings should be listed as the second or third title. Courtesy reports are auto-assigned to 2A00 (Crime Information Services). Any reportee or outside agency may request a copy of the incident report through current Department protocol. Crime Information Services personnel shall forward a copy of the report to the appropriate jurisdiction.

*William Scott*  
WILLIAM SCOTT  
Chief of Police