



DEPARTMENT NOTICE

21-150
10/07/21

Delivery of Collision Reports to the Crime Information Services Unit (Re-issue 19-094)

Department members shall send completed collision reports with printed copies of all attachments to the Crime Information Services Unit (CISU).

Examples of attachments to be included are: photos, written statements, Driving Under the Influence forms, Cold Show Admonition forms, diagrams, Medical Examiner Receipts, 849 (b) Certificates of Release, and any Department numbered form relating to the documentation of the incident.

Original forms should be booked as evidence into the Property Control Division.

In many circumstances, members need to send a collision report to Traffic related units; Traffic Collision Investigation Unit (TCIU), Collision Complaint Review Officer or San Francisco Traffic Offender Program (STOP). Members shall still send the original collision report to CISU and an additional copy to the appropriate Traffic unit along with any citation or required DMV forms.

CISU needs copies of all collision reports to comply with the Public Records Act and Sunshine Ordinance requests. Collision reports will then be scanned into Laserfiche in order to give timely access to investigative units and outside agencies such as the District Attorney, Adult Probation, and OR Bail Project. Therefore, only collision reports shall be delivered to the mailroom at Police Headquarters, 1245 3rd St. Members shall time stamp them prior to placing them in the secure report receptacles.

Reports completed in Crime Data Warehouse (CDW) and Coplogic do not need to be printed and sent to CISU. The IT unit has developed a queue so that CISU receives these reports directly to Laserfiche and hard copies are no longer needed.

Officers assigned to the Airport shall follow Airport Bureau procedures related to the submission of reports. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.


WILLIAM SCOTT
Chief of Police

Per DN 20-150, sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.