



DEPARTMENT NOTICE

22-105

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Summarizing Statements in Incident Reports

In some circumstances, a verbatim statement may be necessary to document in an incident report (i.e., spontaneous statements or a statement relevant to a hate crime, etc.).

When not intentionally quoting a person's statement, members are not required nor expected to document a person's entire statement verbatim. Members may summarize statements to include information believed to be relevant to the investigation. Relevant information may include answers to fundamental questions that relate to the who, what, where, when, why and how of an incident.

If a statement has been summarized in an incident report, members should indicate in the narrative that the statement was summarized and to refer to BWC for a complete statement. By doing so, a member is documenting that a more comprehensive statement is available.

As a way to properly document in the report narrative that a statement was summarized, a member could indicate this by writing, "All statements have been summarized. Refer to BWC for complete statements."

Nothing in this Department Notice precludes a member from documenting verbatim statements.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT

Chief of Police

Per DN 20-150, all 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.