



DEPARTMENT NOTICE

23-101

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Report Writing for Community Police Service Aides (PSA) (Update to DB 21-092)

To ensure uniformity at District Stations (not including the Airport), counter reports prepared by PSAs are outlined as follows:

1. As a general rule, PSAs may prepare any report that can be made online (Coplogic).
2. A sworn officer should be the report writer for any case that involves an arrest or where an arrest is likely. The main consideration for this is the potential Proposition 115 hearsay testimony where a sworn member is preferred.
3. Evidence handled by PSAs shall be supervised by a sworn member.
4. Any counter report that may require an officer to respond to the scene to evaluate and determine if evidence exists, may be written by a PSA but only at supervisor discretion.

Disclaimer: The below lists are not exhaustive and should only be considered a guide.

Examples of reports that **MAY** be prepared by a PSA include:

- Supplemental Report (consult with supervisor and/or investigating unit when the Supplemental report is also one of the “**MAY NOT**” prepare reports listed below)
- Assault/Battery (cold report with unknown suspect)
- Stolen Vehicle
- Vehicle Burglary or Tampering
- Cold Burglary (consult a supervisor due to the possibility of physical evidence at the scene)
- Theft (consult supervisor < \$5,000)
- Lost/Found property
- Harassing Phone Calls/Texts/E-Mails (non-DV related)
- Vandalism/Graffiti
- Missing/Found Person (unless foul play or exceptional circumstances exist)
- Hit & Run (property damage)
- Violation of Stay-Away/Restraining Order (cold and non- DV related)
- Financial Crimes (consult supervisor < \$5,000)

Examples of initial reports that **MAY NOT** be prepared by a PSA include:

- Sexual Assault (including violation of a Stay Away/Restraining Order)
- Domestic Violence Related Incidents (including violation of a Stay Away/Restraining Order)
- Elder Abuse (physical or financial)
- Child Abuse
- Hate Crimes
- Emergency Protective Order requests
- Violent Felony (or felony threats with known suspect)
- Tarasoff Reports
- Collision reports with injury
- ANY crime with a known suspect at a known location at time of report
- ANYTHING requiring an immediate well-being check.

PSAs are encouraged to seek guidance from a supervisor when they are unsure.

PSAs shall notify a supervisor before directing any reporting party to another unit/Station or detail for a police report. The supervisor shall determine if the PSA or a sworn member assigned to that unit will be the report writer. If the supervisor determines that authorship of the report should possibly be referred to another unit, the supervisor shall consult with a supervisor from the other unit and jointly make a final determination for the author of the report.

Reference:

DN 23-102 *Report Writing Responsibilities: Supervisors, Officers & Police Service Aides*


WILLIAM SCOTT
Chief of Police

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