



# DEPARTMENT NOTICE

24-043

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## Notification of Response Form (SFPD 625)

The purpose of this notice is to introduce the department form titled "Notification of Response" (SFPD 625). Due to the occasional misconception that officers have not responded to calls for service, this form was designed to be left at locations in which reporting parties were unable to be contacted.

In the event that a member responds to a call for service but is unable to locate the reporting party (e.g., responding to a business after-hours, no answer to call-backs, etc.), members are encouraged to leave a Notification of Response form affixed to a conspicuous place at the location. The reverse of the form has an adhesive similar to a sticky-note which allows it to be placed on surfaces such as doors and walls.


The form may be left with a CAD and/or a Case Number. The member leaving the form should include their Name and Star Number on the form, as well as the date and time at which it was left. The form also contains a notes section in which members may leave more detailed information if needed.

Prior to leaving the form, other methods of contacting the involved parties should be tried, including attempting to contact them in person as well as attempting to call them using any phone numbers provided in CAD.

The facilities coordinator at each district station or unit can pick up copies of the Notification of Response Form at the print shop in the basement of the HOJ, 850 Bryant Street, or order them with your supplies order.

Vehicle Maintenance Officers should ensure Notification of Response forms are left in Department vehicle glove boxes.

A sample of the form is attached to this Department Notice.

  
WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. 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](mailto:sfpd.writtendirectives@sfgov.org), who will provide additional information.*