



DEPARTMENT NOTICE


20-035
03/17/20

Police Reports and Collecting Accurate Home Addresses

The purpose of this notice is to remind officers of the importance of accurately collecting home addresses for individuals listed on an incident report. This information allows the Department to collect accurate data of our contacts and ensures that our investigators may contact witnesses, victims and suspects.

When completing an incident report an officer should not just rely on a verbal address given by an individual or on an address listed on a RAP, CII, or FBI record, as many may be outdated. Officers should take additional steps to accurately determine the residence of individuals. Steps to determine accuracy in residency may include, but are not limited to:

- Verbal confirmation with individuals
- Review of DMV Records as appropriate
- Review of prior incident reports
- Review of documents in possession of the individuals as appropriate
- Review of other law enforcement databases as appropriate


WILLIAM SCOTT
Chief of Police

Per DB 19-156, sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.