



A  
19-033  
02/13/19

**Arrests of Department Members: Notification Responsibility**  
(Re-issue DB 17-042)

As a reminder per DGO 8.01.I.B.9 on "Critical Incidents," it is the responsibility of every Department member to ensure verbal notification is made to the members Captain or Commanding Officer in the event of the members off-duty arrest for a felony or a misdemeanor, including misdemeanor traffic violations.

Members shall ensure the notification is made within four hours of booking or citation. If the member cannot contact their Captain or Commanding Officer, the member shall verbally notify their Supervisor. Supervisors shall contact their Captain or Commanding Officer regarding the notification.

As a reminder, the Department Operations Center, (415) 553-1071, can assist members in contacting their Commanding Officer.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 17-080, sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.*