DEPARTMENT BULLETIN

A
19-105
05/13/19

Updated Incident Log Forms

(Amends DB 18-015 and DB 18-200)

This bulletin updates Department policy on documenting personnel at crime scenes and serious incidents, and replaces the Crime Scene Log form (SFPD 28) with the Incident Log form (SFPD 28A) and the Incident Log continuation form (SFPD 28B).

Accounting for personnel at crime scenes is a critical task which has been documented on a written Crime Scene Log form (SFPD 28). However, occasions often arise when personnel at an incident need to be accounted for, but the incident is not criminal in nature. Examples include traffic fatalities, suspicious deaths and incidents with unusual or unexplained circumstances.

The Incident Log shall be used to document entry and exit to scenes exactly as the Crime Scene Log was, but its use is not restricted to criminal investigations. The Incident Log form (SFPD 28A) shall be printed two sided, and both sides used to log personnel at incidents. If additional space is required, members shall print and use the Incident Log Continuation Form (SFPD 28B).

Existing copies of the Crime Scene Log (SFPD 28) shall be destroyed and members shall immediately begin use of the Incident Log (SFPD 28A) and Incident Log Continuation Form (SFPD 28B). Upon issuance of this bulletin, the Crime Scene Log (SFPD 28) shall be removed from the SFPD Forms folder.

Members shall continue to comply with DGO 6.01, DGO 6.02 and related Department Bulletins regarding Crime Scene and Incident Management.

William Scott
WILLIAM SCOTT
Chief of Police

Per DB 19-070, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.

SAN FRANCISCO POLICE DEPARTMENT

INCIDENT LOG

INCIDENT NUMBER:		
TYPE OF INCIDENT		
LOCATION:		DATE/TIME OF INCIDENT:
OFFICER MAINTAINING LOG:	STAR:	DATE/TIME LOG STARTED:
RELIEF OFFICER:	STAR:	DATE/TIME:

TIME IN	NAME	POSITION/TITLE	REASON FOR ENTRY	TIME OUT

SFPD 28A (4/19)

SAN FRANCISCO POLICE DEPARTMENT

INCIDENT LOG

INCIDENT NUMBER:

TIME IN	NAME	POSITION/TITLE	REASON FOR ENTRY	TIME OUT

PAGE_____OF _____

SFPD 28B (4/19)