



A
19-140
07/01/19

Booking Recording Device Evidence and Written Statements

(Re-issue DB 17-109)

SECURING & BOOKING VIDEO/AUDIO EVIDENCE:

Department members are required to check crime scenes and scenes of police action for video and/or audio recording device evidence. Upon locating the presence of video and/or audio recording devices, members should exercise all means reasonably necessary to acquire this critical evidence. Members shall summon an on-duty video retrieval officer, if any are available. If members are unable to obtain the original surveillance video evidence at the scene, members may video record the surveillance footage with their department issued cell phone.

Members shall book recordings (original surveillance or footage recorded with a department cell phone) as evidence and document their actions in the narrative of the incident report.

If a member is unable to obtain recordings, the member shall document in the narrative of the incident report the efforts taken to obtain the evidence. If a member is unsure whether the recording device evidence can or should be seized (examples: personal property, private property, need for a warrant, hardship, or refusal to provide recording), the member shall contact a supervisor or SIT team investigator for guidance.

Supervisors shall ensure that members document the efforts taken and results in obtaining video and/or audio evidence at a crime scene or scene of police action in every incident report. Supervisors should also consider whether to immediately distribute video evidence via department email to apprehend suspects or vehicles in serious incidents or matters affecting officer/public safety.

SECURING & BOOKING WRITTEN/RECORDED STATEMENTS:

Per the Report Writing Manual (DM-11), members are reminded that statements are a critical part of the investigative process. Statements provide the reporting party and/or suspect an opportunity to explain what happened from their perspective.

Members are responsible for interviewing all involved parties (affording the Miranda Warning as appropriate) and including the written and/or recorded statements in the initial incident report and investigation.

Members who are involved in or assist with a felony arrest shall write an individual statement describing their actions. Supervisors shall ensure that these statements are completed.

When a written statement is obtained, members shall make a copy of the written statement, attach the copy to the incident report and book the original written statement as evidence. Per Department Bulletin 19-094, *Delivery of Incident, Coplogic and Collision Reports to the Crime Information Services Unit*, members shall scan and upload any statements along with any attachments to Crime Data Warehouse. Again, members shall book all video/audio recorded statements as evidence.

This bulletin does not apply to video and audio captured on Body Worn Cameras. All BWC evidence shall be guided by DGO 10.11 and DB 19-009 *Proper Use and Storage of Body Worn Cameras*.

Additional Resources:

DGO 5.20 *Language Access Services for Limited English Proficient (LEP) Persons*,
DB 18-185 *Providing Language Access Services for Limited English Proficient (LEP) Individuals*


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.