



A
19-185
09/04/19

DPA Complaint Log

SFPD Form 599 has been created to track complaints received at District Stations from members of the public against on duty SFPD officers (DGO 2.04). The log will ensure that complaints received at District Stations are documented and properly forwarded to DPA in a timely manner.

All District Stations shall maintain the log at the Station Keeper's area. When a complaint is received, officers shall follow the procedures listed in DGO 2.04. In addition, the member receiving the complaint shall notify DEM that they have an "On-view 909" and request a CAD number. The member shall ensure that the complaint is properly and accurately documented on the station's DPA Complaint Log. The member shall also write the CAD number on the DPA Complaint Form (SFPD/DPA 293) adjacent to the "DPA Use Only" box.

The Station Keeper of the District Station shall email a copy to the Department of Police Accountability (formerly OCC) by 0900 hrs. daily. The Platoon Commander, or a designee, shall ensure the log was properly completed prior to it being emailed.

DPA email address: dpa.logs@sfgov.org

If no complaints are made by a member of the community on a specific date, forms shall still be emailed with a notation "No complaints this date." (Example shown in attachment)

All forms are to be scanned in black and white at 300 dpi. Original copies shall be archived at the District Station for no less than five (5) years.

See attached DPA Complaint Log.


WILLIAM SCOTT
Chief of Police

Per DB 19-156, 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.

DPA Complaint Log

Station: <u>A</u>	Date: <u>7-31-19</u>	0001 hrs. - 2400 hrs.
OIC Signature: <u>Jalmy Rico #99</u>	Date/Time Emailed: <u>8-1-19 / 0645 HRS</u>	

Time complaint received	Name & Star of member who received complaint	CAD #	Did complaint require immediate investigation? (Y/N)	Did complaint identify member by name or star? (Y/N)
NO COMPLAINTS				
THIS DATE				

By order of the Chief of Police, this form shall be emailed to the Department of Police Accountability, dpa.logs@sfgov.org, by 0900 hours daily. If no complaints are made on a specific date, the form shall still be emailed with a notation "No complaints on this date."

