



# DEPARTMENT NOTICE

20-143  
10/16/20


## Secondary Incident Code for “Incident on School Grounds” (Re-issue DB 18-150)

The **secondary** incident code **19089 – Incident on School Grounds** is used to track incidents that occur **inside** of a school or **on** school grounds. The use of the secondary code is dedicated for incidents that occur on or in **any** public or private elementary, middle school or high school in San Francisco.

Colleges, universities, and other institutes of higher education are **not** to be included in this recording requirement as their reporting requirements are mandated under a federal law, commonly referred to as the Clery Act.

The criminal investigation of an incident that occurs in or on school property shall be assigned to the appropriate investigative unit for the primary incident with copies forwarded to Special Victims Unit (SVU) and the SRO Coordinator.

Sergeants and lieutenants reviewing and approving incident reports involving incidents that occurred on or in school property shall ensure compliance with this directive.

  
WILLIAM SCOTT  
Chief of Police

*Per DN 20-122, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in PowerDMS. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about the directive.*