



DEPARTMENT NOTICE

23-176

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Secondary Incident Code for “Incident on School Grounds”

(Update to DN 20-143)

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 Community Engagement Division (CED).

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


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information .