



DEPARTMENT NOTICE

24-020

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Department Issued Business Cards & Reportee Follow-Up Form

(Update to DN 20-126)

Reportee Follow-Up Form ("SFPD 105 form") and Department issued business cards are designed to improve communication and interaction with community members and provide information to victims and reportees about the investigatory follow-up process.

Members should provide an SFPD 105 form in the appropriate language (English, Spanish, Chinese, Russian and Tagalog) to anyone making an incident report; when requested from a witness; or whenever email correspondence might aid an investigation.

Members shall advise victims, witnesses, and reportees they can follow-up on their case by contacting the investigative unit indicated on the SFPD 105 form, and when practical, explain the investigatory importance of supplemental information (i.e. additional loss, serial numbers, contact information, etc.).

Facility Coordinators at each station are responsible for maintaining a supply of SFPD 105 forms in the above-listed languages, which can be obtained from the Property Control Supply Division located in the basement at the Hall of Justice.

Members are required to have Department issued business cards listing their name, rank assignment and information about how to commend an officer or file a complaint. Members can use their Department issued business cards to comply with DGO 2.01, Public Courtesy Rule, requiring members to provide their name, rank and assignment when a member of the public requests this information. Additionally, members can use their Department issued business cards to comply with DGO 2.04 requiring members to provide general information regarding the DPA complaint process when a member of the public requests this information.

The Department has ordered a set of business cards for each member (Officers through Captains) containing all the required information. Nicknames and additional information are not allowed on the card. The new business cards will be sent out to members as they arrive. Once members have received the updated Department issued business cards, members are not authorized to use privately purchased business cards. Each Patrol PIP Sergeant shall ensure the member in their PIP group have an adequate supply of Department issued business card. Members shall reorder their business cards by accessing the following link and following the prompts for the ordering process:

<http://sfpd.ibarrabrothersprinting.com/>


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.