OUTSIDE AGENCY REPORTS AND RESPONSES

This order delineates Department policy and procedures regarding the taking of reports for crimes that occurred outside of San Francisco. It also describes the circumstances when an officer may travel to an outside jurisdiction in response a crime that occurred in San Francisco, and outlines the preparation of outside agency reports.

I. DEFINITION

A. OUTSIDE AGENCY REPORT. An Outside Agency Report is an incident report taken in San Francisco of a crime that occurred in another jurisdiction.

II. POLICY

A. OUTSIDE AGENCY REPORTS

- 1. FELONY CRIMES. It is the policy of the San Francisco Police Department that members only take an Outside Agency Report for a <u>felony</u> crime, and only when the reportee would suffer a hardship if he/she is required to return to the jurisdiction of occurrence. If, however, there is doubt that the reportee would suffer a hardship, the member shall take the report.
- 2. MISSING PERSONS. See DGO 6.10, Missing Persons.

B. OUTSIDE JURISDICTION RESPONSES

- 1. WHEN. An officer shall be promptly dispatched to another jurisdiction to investigate a crime that occurred in San Francisco in any of the following cases:
 - a. A suspect has been apprehended.
 - b. The crime is a homicide or rape, or the crime resulted in serious personal injury.
 - c. A secondary crime scene must be protected to preserve physical evidence.

- d. The crime is fresh, and:
 - i. Witnesses are available for interview, or
 - ii. The complainant insists on an immediate investigation, or
 - iii. The suspect can be immediately apprehended.
- e. Whenever a supervisor determines that a response is appropriate.
- 2. AUTHORIZATION/NOTIFICATION. A supervisor must be consulted to determine if a response to an outside jurisdiction is appropriate. The lieutenant shall approve any response to a jurisdiction beyond 40 miles of San Francisco. In all cases, the law enforcement agency for the jurisdiction shall be notified of the SFPD response.

III. PROCEDURES

A. OUTSIDE AGENCY REPORTS

- 1. NOTIFICATION. Notify the law enforcement agency of the jurisdiction in which the crime occurred and obtain the name, rank, assignment and telephone number of the person notified.
- 2. INCIDENT REPORT. Use the standard incident report form, but do not assign it a San Francisco Police incident number. Instead, print "OUTSIDE AGENCY REPORT" in the box for the incident number and "OUT OF TOWN" for the location of occurrence. Include in the narrative of the incident report, the name, rank, assignment and telephone number of the person notified in the outside law enforcement agency. Submit the report in the standard manner.