



DEPARTMENT NOTICE

24-101

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Towing Vehicles for CSI Processing

(Update to DN 21-065)


The Department's procedure for towing vehicles for CSI processing:

- The vehicle shall be towed to [REDACTED]
[REDACTED]
- Upon arrival, members and the tow truck will enter the storage yard on the [REDACTED]
[REDACTED]
- Once the tow truck pulls up to the gate, a sensor will alert the security personnel on duty, who will open the gate. Security is aware of where CSI vehicles need to go.
- Members shall escort the tow truck into the yard as before.
- The tow truck drivers are to drop off all vehicles to be processed by CSI in [REDACTED]
[REDACTED] or, if the lot is full, immediately outside. Every vehicle is logged in as it arrives. AR will document information such as the date & time of arrival at AR and other details from the tow slip. Give a copy of the tow slip to security for delivery to Auto Return.
- Under no circumstances should a vehicle that has been involved in an Arson incident be towed to the [REDACTED] is an [REDACTED] and designated for [REDACTED]. If a vehicle is still bellowing smoke, do not bring the vehicle inside the warehouse.

Tow Holds are to be placed for and authorized by an investigative unit such as Homicide, Burglary or Robbery; do not place a Hold for CSI. CSI does not have the authority to release towed vehicles.

Investigators shall complete a **CSI Vehicle Processing Request** form (SFPD 64C), specifying the request, and then email to [REDACTED].

For questions, please contact CSI, [REDACTED].


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.