



# DEPARTMENT NOTICE

25-022

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## Documenting Arresting Officer(s) in Crime Data Warehouse Arrest Reports

Starting 03/03/25, the Department will begin documenting the arresting officer(s) in arrest reports within Crime Data Warehouse. This change is crucial for maintaining clear records of each case and for internal tracking purposes.

This new data field can be found at the bottom of the Suspect Information page. If a suspect is listed as “Booked” or “Cited,” officers are required to enter the star number of at least one arresting officer, with a maximum of two arresting officers, per suspect. The officer’s name(s) will auto-populate.

ARRESTING OFFICER(S) * (Required when Booked or Cited)				
STAR	NAME	STAR	NAME	
<input type="text"/>		<input type="text"/>		
BOOK/CITE APPROVAL	STAR	MASS ARREST CODE	MX-RAYS	SCHOOL (IF JUVENILE)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
OTHER INFORMATION: CITATION/WARRANT/BOOKING CHARGES(S)/MISSING PERSON-SUBJECT DESCRIPTION; SCARS, M				
<input type="text"/>				
INTERPRETER NEEDED	<input type="checkbox"/>	LANGUAGE --Select--	LANGUAGE DESCRIPTION (if Other)	LANGUAGE LINE SERVICE/ INTERPRETER ID#
			<input type="text"/>	<input type="text"/>
				<input type="button" value="Save"/>

  
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](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*

*Safety with Respect*