



DEPARTMENT NOTICE

25-048

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5150 Update on Crime Data Warehouse (CDW) Report Writing System

Purpose

This Department Notice provides guidance to all members of the San Francisco Police Department (SFPD) regarding changes to the Crime Data Warehouse (CDW) Report Writing System. Effective 05/13/2025, an upgrade to the CDW system will be implemented, requiring members to input additional information when preparing a Mental Health Detention Incident Report.

New Reporting Requirements for 5150 W&I Holds

When completing an Incident Report, members must indicate whether the individual was placed on a 5150 W&I Hold. If a 5150 W&I Hold is applied, the following additional information must be provided:

1. Reason for the 5150 W&I Hold

Members must select all applicable reasons for the hold:

- Danger to Self
- Danger to Others
- Gravely Disabled

2. Specification for “Gravely Disabled”

If the individual is classified as Gravely Disabled, members must specify the underlying cause:

- Mental Health
- Substance Abuse
- Both

3. Additional Required Information

Members must document the following details:

- **Method of Transportation:** Specify how the individual was transported.
- **Receiving Hospital:** Indicate the hospital where the individual was taken.
- **Officer Time at Hospital:** Record the duration of the member’s time at the hospital.

4. Freeform Narrative Field

A new freeform field has been added to allow members to input any additional relevant details regarding the incident.

Implementation

These system updates are designed to enhance data collection and ensure accurate and comprehensive reporting for mental health-related incidents. All members are strongly encouraged to review and familiarize themselves with these new features before the effective date to ensure a smooth transition and compliance with the updated reporting requirements.

System Update Details

The new fields and drop-down options are located on the Subject page within the CDW system. Screenshots of these fields are provided below for reference.

The screenshot displays a form with several fields and drop-down menus. The fields are labeled: 5150, 5150 REASON, REASON FOR GD, HOW SUBJ TRANSPORTED, HOSPITAL TAKEN TO, HOSPITAL TAKEN TO (if Other), and TIME AT HOSPITAL. The 5150 field is a text input with a dropdown arrow. The 5150 REASON field is a dropdown menu with options: Select All That Apply, Danger to self, Danger to others, and Gravely Disabled. The REASON FOR GD, HOW SUBJ TRANSPORTED, HOSPITAL TAKEN TO, HOSPITAL TAKEN TO (if Other), and TIME AT HOSPITAL fields are all dropdown menus with a '-Select-' option. Below the form is a section labeled 5150 COMMENTS.


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.