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16-088
06/14/16

Department Issued Business Cards & Reportee Follow-Up Form (SFPD 105)
(Supersedes DB 15-233)

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

Members shall provide an SFPD 105 form in the appropriate language of the reportee/victim (English, Spanish, Chinese, Russian, Tagalog and Vietnamese). Members shall have Department issued business cards. Members shall distribute a card upon request to anyone making an incident report, or whenever email correspondence might aid an investigation.

When practical to do so, reporting officers and non-sworn members shall attempt to explain the investigatory importance of supplemental information (i.e. additional loss, serial numbers, contact information, etc.) and members shall also advise victims, witnesses and reportees who are interested in pursuing their case with an investigator that they, as reportees, must follow-up with the Station Investigation Team investigator. Members of the public should be encouraged to contact S.I.T. on all cases.

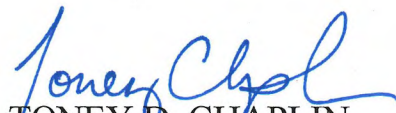
Facility Coordinators at each station are responsible for maintaining a supply of SFPD 105 forms in the above-listed languages, which can be obtained from the Property Control Supply Division located in the basement at the Hall of Justice.

Authorized members shall order business cards by accessing the following link and following the prompts for the ordering process:

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

Each Patrol PIP Sergeant shall ensure that authorized members in their PIP group have an adequate supply of business cards and that only recognized or given names are used. No nicknames or additional information is allowed on the cards.

Per DB 15-141, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.


TONEY D. CHAPLIN
Acting Chief of Police