



## Report Writing for Community Police Service Aides (PSA) (Re-issue DB 19-110)

To ensure uniformity at District Stations (not including the Airport), counter reports prepared by PSAs are outlined as follows:

1. As a general rule, PSAs may prepare any report that can be made online (Coplogic).
2. A sworn officer should be the report writer for any case that involves an arrest or where an arrest is likely. The main consideration for this is the potential Proposition 115 hearsay testimony where a sworn member is preferred.
3. Evidence handling by PSAs shall be supervised by a sworn member.
4. Any counter report that may require an officer to respond to the scene to evaluate and determine if possible evidence exist may still be written by a PSA but only at supervisor discretion.

*PSAs are encouraged to seek guidance from a supervisor when they are unsure. A supervisor shall determine the report writer in these situations.*

Disclaimer: The below list is not exhaustive and should only be considered a guide.

### Examples of reports that **MAY** be prepared by a PSA include:

- Supplemental Report
- Assault/Battery (cold report with unknown suspect)
- Stolen Vehicle
- Vehicle Burglary or Tampering
- Cold Burglary (consult a supervisor due to the possibility of physical evidence at the scene)
- Theft (consult supervisor < \$5,000)
- Lost/Found property
- Harassing Phone Calls/Texts/E-Mails (non-DV related)
- Vandalism/Graffiti
- Missing/Found Person (unless foul play or exceptional circumstances exist)
- Hit & Run (property damage)
- Violation of Stay-Away/Restraining Order (cold and non- DV related)
- Financial Crimes (consult supervisor < \$5,000)

Examples of reports that **MAY NOT** be prepared by a PSA include:

- Sexual Assault (including violation of a Stay Away/Restraining Order)
- Domestic Violence Related Incidents (including violation of a Stay Away/Restraining Order)
- Elder Abuse (physical or financial)
- Child Abuse
- Hate Crimes
- Emergency Protective Order requests
- "Hot" Violent Felony (or felony threats with known suspect)
- Tarasoff Reports
- Collision reports with injury
- ANY crime with a known suspect at a known location at time of report
- ANYTHING requiring an immediate well-being check

Reference:

DB 20-134 Report Writing Responsibilities: Supervisors, Officers & Police Service Aides



WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn and non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*