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**Discussions with Attorneys and Investigators**  
(Re-issue DB 16-139)

Attorneys and investigators occasionally contact members who are witnesses or are involved in civil matters. The following guidelines address when members should discuss issues with attorneys and investigators.

**ATTORNEYS AND INVESTIGATORS REPRESENTING THE CITY AND COUNTY OF SAN FRANCISCO.** Members should contact the Legal Division to confirm that they have been detailed to meet with the city representative. Police Legal will review and approve requests for civil cases in which the City or Department is a party. If approved, compensation shall be awarded consistent with the requirements in DGO 11.01, *Personnel Compensation*.

**ATTORNEYS AND INVESTIGATORS WHO DO NOT REPRESENT THE CITY AND COUNTY OF SAN FRANCISCO OR ANY OF ITS DEPARTMENTS.** Members who are **on duty** shall not discuss legal matters or help prepare lawsuits. Members who are **off duty** are permitted, but not mandated, to discuss the matter and are **not** entitled to overtime compensation.

*Unless subpoenaed, members are reminded that they are not required to discuss employment responsibilities and duties, or the facts of any case, with any attorney or investigator other than the City Attorney's Office. Members should understand that the Department reserves the right to designate the SME for any particular matter regardless of whether the information, inquiry, or question comes from within or outside of the City and County of San Francisco. If a member is contacted by any attorney or investigator other than the City Attorney's Office, and the City or Department is a party to the lawsuit or the member is named party in his or her official capacity, the member shall inform Police Legal and the City Attorney's Office immediately. Members who choose to discuss such topics should understand that their statements could be used later to their detriment.*

Please direct questions regarding these issues to the Legal Division at (415) 837-7394.

  
WILLIAM SCOTT  
Chief of Police