



DEPARTMENT NOTICE

21-046
03/17/21

Reporting Misconduct

All Members, including those working in a plainclothes or an undercover capacity, are reminded that upon observing or otherwise becoming aware of a suspected violation of governing laws, the rules, procedures, and policies as set forth in General Order 2.01, are required to immediately report such violation(s) to their immediate supervisors or a superior officer.

All members of the San Francisco Police Department, whether sworn or non-sworn, who observe any misconduct shall take appropriate action to cause the misconduct to immediately cease, regardless of assignment. The fact that a supervisor is present and not taking appropriate action to stop the misconduct does not relieve other employees present from their obligation to report.

Supervisors are also reminded of their responsibility to immediately notify their Commanding Officer of the alleged misconduct, who will determine if an immediate investigation is necessary and make the appropriate notifications to the Command Staff and the Department of Police Accountability (DPA). The alleged misconduct shall be documented in the form of a memorandum forwarded to the Commanding Officer who then shall promptly forward the memorandum to the Commanding Officer of the Risk Management Office.

Members shall refer to DGO 2.01 *General Rules of Conduct* regarding rules of conduct, DGO 2.04 *Complaints Against Officers*, and DGO 11.07 *Prohibiting Discrimination, Harassment and Retaliation* regarding the complaint process and required documentation.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & 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 who will provide additional information.