



## Sexual Assault Survivors at District Stations (Re-issue DB 19-175)

The purpose of this bulletin is to outline procedures for enhancing the services provided to sexual assault survivors who come to District Stations to report a crime.

The San Francisco Police Department (SFPD) acknowledges the anguish that survivors of sexual assault often feel when they report sexual assault incidents. Moreover, District Stations are busy places with notable security, creating an environment where reportees sometimes feel uncomfortable. The SFPD is committed to serving all members of our community with respect, courtesy, and professionalism. The SFPD recognizes the importance of effective and accurate communication between its members and the diverse community it serves.

To provide the best service possible at District Stations to reportees of sexual assault, Sworn Members and Police Service Aides shall adhere to the following procedures:

- When a person is unable to communicate effectively in English, use the *Language Identification Card* to identify the primary language spoken by the reportee.
- If the reportee is explaining a sexual assault incident, the officer shall ***provide as much privacy as reasonably possible to the reportee***, including using an interview room.
- When the reportee is Limited English Proficient (LEP), the officer or PSA should explain that a certified bilingual officer or qualified civilian interpreter will be sought. If either is unavailable, a Language Line interpreter will be used. Information about anticipated wait times and all other additional communication with LEP reportees should be in the survivor's language as much as possible.
- Provide the reportee "*Your Rights as a Survivor of Sexual Assault*" card, available in Spanish, Chinese, Tagalog, Vietnamese and Russian.
- Advise the reportee of their right to have a victim advocate and a support person of their choosing present during the report taking at District Stations. Also, advise reportees that an SFPD officer can interview them and take their report at SF Women Against Rape (SF WAR), 3453 18<sup>th</sup> St, (415) 647-7273,
- This bulletin is not meant to be all inclusive of officer safety and investigative steps in sexual assault investigations, and members shall continue to adhere to criteria and

protocols for Special Victims Unit (SVU) call-outs; refer to DGO 6.16 *Sexual Assaults*, the *FTO Manual*, and other policies that describe patrol and investigative procedures in sexual assault investigations.

References:

DGO 6.16 *Sexual Assaults*

DGO 5.20 *Language Access Services for Limited English Proficient (LEP) Persons*

DB 18-082 *Assembly Bill No. 1312: Sexual Assault Victims Rights*

DB 21-072 *Providing Language Access Services for LEP Individuals*

DB 19-181 *Language Identification Card*

SFPD Form 523 *Guide to Language Assistance Services*



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](mailto:sfpd.writtendirectives@sfgov.org), who will provide additional information.*