

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: 03/28/2014
NUMBER: 8.11 – CRITICAL INCIDENTS
SUBJECT: INCIDENT REPORT PROCEDURES
RELATED POLICY: 8.11
ORIGINATING DIVISION: OPERATIONAL SUPPORT
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 8.11 – 06/30/2011

I. PURPOSE

This Department procedure establishes guidelines for preparing incident reports.

II. SCOPE

This procedure applies to all members of the Department.

III. DEFINITIONS

An "incident" may include any of the following:

- A. Assignment of additional officers to an area for a particular duty such as:
 - 1. A major crime scene search;
 - 2. An extensive search of an area for lost or missing children; or,
 - 3. Large public gatherings for events, such as presentations by controversial speakers.

- B. A "staging" or any major confrontation between police and citizens where additional officers are committed for any period of time;

- C. Any situation involving violence upon a police officer or shooting at any public safety officer; and,
- D. An incident that results in a Code 11 or Code 12.
- E. Any other circumstance deemed to be an "incident" by the Watch Commander, area captain, or higher ranking officer.

NEW

IV. PROCEDURES

- A. The incident report will include:
 - 1. A narrative analysis of the incident;
 - 2. The number of officers involved;
 - 3. Injuries or deaths;
 - 4. Personnel hours utilized;
 - 5. Number of arrests;
 - 6. Type and extent of property damage and estimated losses; and,
 - 7. Any other pertinent information.
- B. All incident reports will bear the classification, "CONFIDENTIAL - FOR POLICE DEPARTMENT USE ONLY."

- C. Dissemination of Reports

A copy of all incident reports will be sent to:

- 1. Assistant Chief of Patrol Operations; and,
- 2. Operational Support Administration Unit

NEW

- D. Filing

- 1. A file of incident reports, by year, will be kept in Operational Support Administration Unit in chronological order for two years.
- 2. Only persons authorized by the Chief of Police may have access to the files.

NEW