

UNIT ORDER

UNIT
INDEX
NUMBER

17-05

DATE
ISSUED

5/2/17

DATE
REVISED

SUBJECT:

The protocol to be followed by Special Victims Unit upon receiving a Health Care Provider Suspicious Injury report, form Cal OES2-920.

ISSUED

TO:

Special Victims Unit

ISSUED

BY:

U. Bailey
Captain Una Bailey

Purpose:

California state law requires any health care provider to make a telephone report and submit the Cal OES 2-920 form to law enforcement if they provide medical care to a patient who has a wound or physical injury that is known or suspected to be the result of assaultive or abusive conduct, or by means of a firearm. This policy is created to ensure that members of the Special Victims unit understand their role in the receiving, reviewing and assignment of these reports.

How Health Care Providers Shall Communicate with San Francisco Police Department

Oral Report:

If the patient has a near lethal circumstance and/or a life threatening injury, health care provider shall call 911 as soon as possible.

If the patient wants to talk to police and wants assistance right away, health care provider shall call 911 as soon as possible.

If patient does not have a near lethal circumstance and/or life threatening injury, and does not want immediate police assistance, or does not want to speak to police at all, health care provider shall call San Francisco Police Department Special Victims Unit at 415-553-9220 as soon as possible, and speak to Special Victims Unit representative, or follow instructions on the voicemail if after hours. Advise patient that police may still contact them, even if patient does not want to speak with police.

Written Report:

In all cases, a written report must be filed within two working days. Use Suspicious Injury Report Cal OES2-920 and San Francisco Supplement. Transmit via fax to 415-734-3086 or via e-mail to sfpd.svumedrec@sfgov.org or by mail to San Francisco Police Department Special Victims Unit, 850 Bryant St., Room 500, San Francisco, CA 94103.

In the event a District Station receives the written report, the station will forward the report to Special Victims Unit via fax or e-mail without delay.

Special Victims Unit Response to Health Care Provider Domestic Violence Reports

If the caller calls during business hours, they will be connected to the Special Victims Unit assignment officer or duty officer who will review the case for assignment. Cases that meet the assignment criteria will be assigned to an investigator. When a case is determined not to meet assignment criteria the case will be forwarded to the Domestic Violence Lieutenant for review. If the case is not a domestic violence case, the case will be referred to/green sheeted to the Station Investigative Team Lieutenant in the district of occurrence. The Domestic

Unit Order, continued:

Violence Lieutenant shall be notified of each of these referrals. A copy of each of the Cal OES 2-920 form shall be kept together with a copy of the green sheet in a binder in a locked drawer in the unit.

Special Victims Unit assignment officer shall review all written Suspicious Injury Reports Cal OES2-920 daily (with exceptions of weekends and holidays) and determine if a San Francisco Police Department written incident report was made. If an incident report has been completed the assignment officer shall assign the case for investigation based on the assignment criteria for all domestic violence cases (unit order 17-02).

If a report has not been generated then the assignment officer shall assign the case for investigation based on the assignment criteria established for all domestic violence cases and the Special Victims Unit will attempt to obtain a written incident report. Again, if the case is not a domestic violence case, the case will be referred to/green sheeted to the Station Investigative Team Lieutenant in the district of occurrence. The Domestic Violence Lieutenant shall be notified of each of these referrals.

The assignment officer shall also review SVU database to ensure any investigator who is investigating any previously reported incident involving the victim or the suspect in the case is provided with a copy of this report Cal OES2-920 which is to be included in their case file.

If patient does not want contact with law enforcement, a confidential domestic violence advocate will make first contact with the patient. Investigators and advocates will only contact the victim through safe ways of communication provided by patient.

All Suspicious injury reports will be reviewed by the DV Lieutenant.

If the patient has unrelated outstanding warrants, absent life threatening circumstances, investigators will only contact the patient about other crimes at a later date and time. The San Francisco Police Department will not use the information on the Cal OES2-920 Suspicious Injury Report and the San Francisco Supplement to investigate non-violent crimes involving the patient.

The Special Victims Unit assignment officers will maintain an electronic database of the Cal OES 2-920 and San Francisco Supplement forms received. The Special Victims Unit will annually review the data from the forms with representatives from the health care community and domestic violence advocates.

The Special Victims Unit shall ensure all Suspicious Injury Reports received from health care providers are stored in a locked drawer in the unit.