



DEPARTMENT NOTICE

23-180

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Assignment of Court Dates for Non-Traffic and Traffic Adult Citations

(Supersedes DN 22-123)

Members shall carefully select a court date when issuing Notices to Appear and not assign court appearance dates on weekends or court holidays.

Adult Citations


Infractions (traffic & non-traffic): Count 30 consecutive calendar days, including weekends, from the date of the citation. If the 30th day lands on a weekend or holiday, select the next available weekday that is not a court holiday.

Misdemeanors: Count 25 consecutive calendar days, including weekends and the date of the citation. If the 25th day lands on a weekend or holiday, select the next available weekday that is not a court holiday. **Otherwise, do not cite beyond 25 days.**

Penal code 853.6(e) states in part: If the duplicate notice is filed with the prosecuting attorney, the prosecuting attorney, within their discretion, may initiate prosecution by filing the notice or a formal complaint with the magistrate specified in the duplicate notice within 25 days from the time of the arrest.

CJC Misdemeanors: Select a court date on a Tuesday or Friday, at least 8 and no more than 10 court/business days after the citation is issued; use 2:00 p.m. for the time. Members shall use **575 Polk St.** for the court appearance location. **Do not** check the "Criminal Division 850 Bryant St." box on citations that qualify for CJC referral. By checking the wrong box, the citation is nullified, and the CJC Judge will not issue a bench warrant if the defendant fails to appear.

Members assigned to the Airport Bureau shall follow the San Mateo County Court Calendar for Infractions and Misdemeanors for Adults.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.