



DEPARTMENT NOTICE

24-184

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Assignment of Court Dates for Adult Notices to Appear (TR-130)

Members shall carefully select a court date when issuing Notices to Appear and not assign court appearance dates on weekends or court holidays. There are two court holidays that do not coincide with CCSF holidays and one CCSF holiday where the courts are open.

Members shall also carefully select the correct appearance instructions and court location. A bench warrant will not be issued if the defendant fails to appear when an error was made in the appearance instructions. **Using E-Citation to issue Notices to Appear is required unless a valid exception applies, and doing so avoids these common errors.**

- **Infractions:** 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.
 - Select *Traffic/Nontraffic, Infractions Division (Room 145)* for the location.
- **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 Otherwise, do not cite beyond 25 days.
 - Use **8:30 a.m.** for the time and select *SF Superior Court, Criminal Division (Room 101)* for the location.
- **CJC Misdemeanors:** Select a court date on a Tuesday or Friday, at least 8 and no more than 10 court days after the citation is issued.
 - Use **2:00 p.m.** for the time and select *Community Justice Center (575 Polk St.)* for the location.

Members assigned to the Airport Bureau shall follow the San Mateo County Court Calendar for Adult citations.


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.

2025 CITATION CALENDAR BUSINESS DAYS

CJC MISDEMEANORS - 2pm Tuesdays or Fridays, not less than 8 court days and no more than 10 court days from the citation date.

JUVENILE MISDEMEANORS - Court date to be issued by SFJPD.

JUVENILE INFRACTIONS - Court date to be issued by JJC.

JANUARY					JULY				
M	T	W	TH	F	M	T	W	TH	F
		★	2	3		1	2	3	★
6	7	8	9	10	7	8	9	10	11
13	14	15	16	17	14	15	16	17	18
★	21	22	23	24	21	22	23	24	25
27	28	29	30	31	28	29	30	31	

FEBRUARY					AUGUST				
M	T	W	TH	F	M	T	W	TH	F
		4	5	6	7		5	6	7
3	4	5	6	7	4	5	6	7	8
10	11	★	13	14	11	12	13	14	15
★	18	19	20	21	18	19	20	21	22
24	25	26	27	28	25	26	27	28	29

MARCH					SEPTEMBER				
M	T	W	TH	F	M	T	W	TH	F
		4	5	6	7	★	2	3	4
3	4	5	6	7	8	9	10	11	12
10	11	12	13	14	15	16	17	18	19
17	18	19	20	21	22	23	24	25	★
24	25	26	27	28	29	30			

APRIL					OCTOBER				
M	T	W	TH	F	M	T	W	TH	F
		1	2	3	4	6	7	8	9
7	8	9	10	11	13	14	15	16	17
14	15	16	17	18	20	21	22	23	24
21	22	23	24	25	27	28	29	30	31

MAY					NOVEMBER				
M	T	W	TH	F	M	T	W	TH	F
		1	2		3	4	5	6	7
5	6	7	8	9	10	★	12	13	14
12	13	14	15	16	17	18	19	20	21
19	20	21	22	23	24	25	26	27	28
★	27	28	29	30					

JUNE					DECEMBER				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6	1	2	3	4	5
9	10	11	12	13	8	9	10	11	12
16	17	18	★	20	15	16	17	18	19
23	24	25	26	27	22	23	24	★	26
30					29	30	31		

JANUARY 2026				
M	T	W	TH	F
		★	2	
5	6	7	8	9
12	13	14	15	16
★	20	21	22	23
26	27	28	29	30

★ COURT CLOSED, CCSF HOLIDAY
★★ COURT CLOSED, COURT HOLIDAY
■ COURT OPEN ON CCSF HOLIDAY

(REVISED 2024)

2025 CITATION CALENDAR CALENDAR DAYS

INFRACTIONS - Count 30 consecutive calendar days from the date of the citation. If the 30th day lands on a weekend/holiday, use the next court day.

ADULT MISDEMEANORS (Rebookings) - Count 25 consecutive calendar days and the citation date. If the 25th day lands on a weekend or holiday, use the next court day. Use 8:30 am.

JANUARY					JULY				
S	M	T	W	TH	F	S	M	T	W
		★	2	3	4		1	2	3
5	6	7	8	9	10	11	6	7	8
12	13	14	15	16	17	18	13	14	15
19	★	21	22	23	24	25	20	21	22
26	27	28	29	30	31		27	28	29

FEBRUARY					AUGUST				
S	M	T	W	TH	F	S	S	M	T
		3	4	5	6	7	8	1	2
9	10	11	12	13	14	15	10	11	12
16	★	18	19	20	21	22	17	18	19
23	24	25	26	27	28	29	24	25	26

MARCH					SEPTEMBER				
S	M	T	W	TH	F	S	S	M	T
		4	5	6	7	8	9	1	2
3	4	5	6	7	8	9	10	11	12
10	11	12	13	14	15	16	17	14	15
17	18	19	20	21	22	23	19	20	21
24	25	26	27	28	29	30	24	25	26

APRIL					OCTOBER				
S	M	T	W	TH	F	S	S	M	T
		1	2	3	4	5	6	1	2
6	7	8	9	10	11	12	6	7	8
13	14	15	16	17	18	19	12	13	14
20	21	22	23	24	25	26	19	20	21
27	28	29	30	31			26	27	28

MAY					NOVEMBER				
S	M	T	W	TH	F	S	S	M	T
		1	2	3	4	5	6	1	2
4	5	6	7	8	9	10	2	3	4
11	12	13	14	15	16	17	9	10	11
18	19	20	21	22	23	24	17	18	19
25	★	27	28	29	30	31	24	25	26

JUNE					DECEMBER				
S	M	T	W	TH	F	S	S	M	T
1	2	3	4	5	6	7	8	1	2
8	9	10	11	12	13	14	8	9	10
15	16	17	18	★	20	21	15	16	17
22	23	24	25	26	27	28	22	23	24
29	30	31					28	29	30

JANUARY 2026				
S	M	T	W	TH
		★	2	3
4	5	6	7	8
11	12	13	14	15
18	★	20	21	22