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18-031
02/20/18

SFPD Update to the S.F. Community Justice Center (CJC)

The Community Justice Center (CJC) began hearing cases on Monday, March 2, 2009 with certain Tenderloin misdemeanor citations. The purpose of this court is to refer defendants into a service that will make a positive change to his or her behavior.

Central, Southern, Northern, and Tenderloin Stations are within the designated geographical area that can refer cases to CJC court.

The region of the CJC is bordered by Bush Street on the north, Kearny and Third Streets on the east, Harrison Street on the south, and Otis and Gough Streets on the west. See attachment for the range of addresses within the CJC District.

Central, Southern, Northern, and Tenderloin Commanding Officers, shall designate a liaison on their staff who will deliver all appropriate cases, share BWC video through Evidence.com links, monitor all case dispositions, and forward the dispositions to the citing officer.

CJC court is held Monday, Tuesday, Wednesday, and Thursday afternoons at 2:00 p.m. at 575 Polk Street. Defendants should be cited to any of these days and this specific time. No defendant should be cited for a Friday as court is not in session. CJC booking staff are required to receive rebooking packages and original citations 7 days before a defendant's court date.

Defendants should be given a court date that is at least 8 and no more than 10 court days (not including weekends) after the citation is issued. Example: If a date of 8 court days from the date of the citation is given, then the completed rebooking packet shall be delivered the next business day.

Officers shall NOT check the "Criminal Division 850 Bryant St." box on citations that qualify for CJC referral. They shall write in: 575 Polk Street, S.F., as the place where defendants should report. By checking the wrong box, the citation is nullified and the CJC Court Judge will not issue a bench warrant if the defendant fails to appear.

A TR-100 form shall NOT be used to make corrections to a misdemeanor citation (DB 17-121). Any errors to a misdemeanor citation can only be corrected by either re-citing the subject in person or by obtaining a DA warrant. Failure to accurately complete misdemeanor citations can result in the inability of the DA's Office to prosecute the offense.

A rebooking package shall include ALL of the following:

- 1) Original citation
- 2) Incident report
- 3) SFPD mug shot
- 4) SFPD RAP sheet
- 5) CII RAP sheet
- 6) Photocopies of all documentary booked evidence (e.g. written statements, store security reports, photographs, & narcotics presumptive forms). ALL of these documents shall be printed on single-side paper.
- 7) BWC link

It should be noted, the reviewing/charging Assistant District Attorney requires all of the above listed information in order to properly file the case and determine CJC eligibility. Mug shots and RAP sheets shall be attached if one exists. The sharing of the BWC footage link is part of the rebooking packet and should be completed at the same time as the packet. In any case, the link shall be shared within the same 7 day window in which the rebooking packets are to be hand delivered.

The completed rebooking package shall be reviewed by a supervisor and then placed into a manila envelope. The envelope shall have the defendant's name and the scheduled court date written on it. The unsealed envelope shall then be hand delivered to the District Attorney's Office located at 555 Polk Street (2nd floor) 7 days before a defendant's court date. This packet shall not be delivered to any other location or forwarded Inter-office as time is short between arrest and arraignment and the cite must be uploaded by Room 475 for complaints to generate to file in court.

In instances when the suspect is arrested for a misdemeanor and might be cited out by the Sheriff's Department write "CJC" and "Do not cite for Friday" on the booking card next to the charges. This will allow for the case to be transferred to CJC.

The following is a guideline for offenses which should not be referred to the Community Justice Center:

- 1) Drunk driving or other driving offenses;
- 2) Gang allegations;
- 3) Hate crimes;
- 4) Domestic violence;
- 5) Elder abuse;
- 6) Crimes involving children;
- 7) Gun and weapons cases;
- 8) Stalking cases;
- 9) Arson cases;
- 10) Demonstration cases;
- 11) Assaults on police officers, parking control officers or firefighters pursuant to Penal Code Sections 243(c);

- 12) Defendant is on parole;
- 13) Misdemeanor probation violations;
- 14) Offenses with potential sex offender registration requirements, including but not limited to PC 243.4, 290, 314(1) and 647.6.

Attached is both a map and a list of address ranges for the designated geographical area that should refer cases to CJC Court.

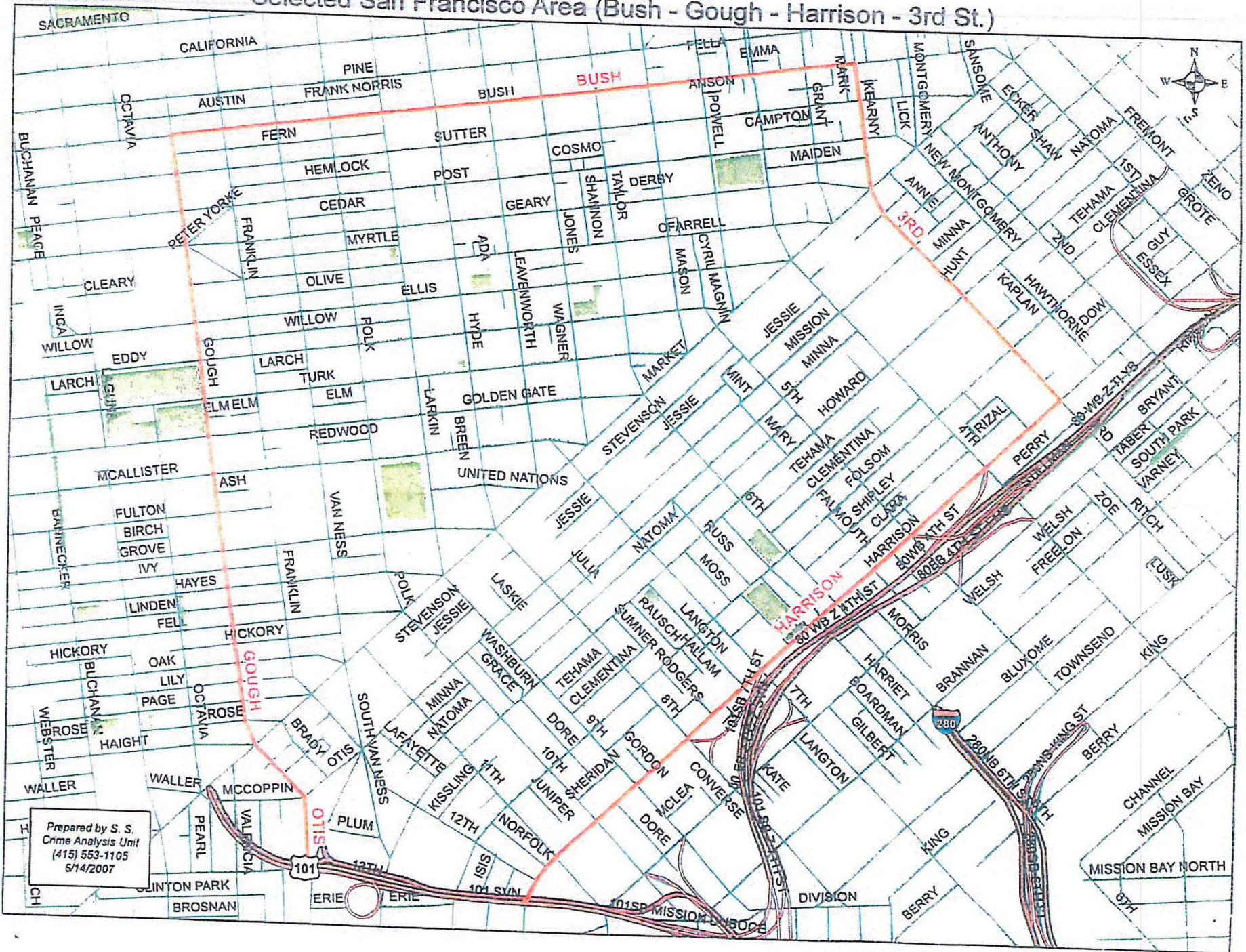
Reference: [San Francisco Community Justice Center Policies and Procedures Manual 2018](#)



WILLIAM SCOTT
Chief of Police

Per DB 17-080, sworn members and PSA's are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.

Selected San Francisco Area (Bush - Gough - Harrison - 3rd St.)



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**Address Range for Streets
within CJC District**

**CJC district is bounded by
Gough Street, Bush Street,
Kearny Street & 3rd Street,
and Harrison Street**

**Address Range of
Major Streets**

3 rd Street	000-300
4 th Street	000-400
5 th Street	000-400
6 th Street	000-600
7 th Street	000-400
8 th Street	000-400
9 th Street	000-400
10 th Street	000-400
11 th Street	000-400
12 th Street	(all)
13 th Street	000-300
Bush Street	400-1700
Eddy Street	000-1000
Ellis Street	000-1100
Fell Street	000-300
Folsom Street	700-1700
Franklin Street	000-1600
Fulton Street	000-400
Geary Blvd	000-1300
Golden Gate Ave	000-800
Gough Street	000-1600
Grant Avenue	000-400
Grove Street	000-400
Harrison Street	700-1700
Hayes Street	000-400
Howard Street	700-170

Hyde Street	000-900
Ivy Street	000-300
Jones Street	000-900
Kearny Street	000-300
Larkin Street	000-1200
Leavenworth Street	000-900
McAllister Street	000-700
Market Street	700-1700
Mason Street	000-700
Mission Street	700-1700
Oak Street	000-200
O'Farrell Street	000-1200
Page Street	000-100
Polk Street	000-1300
Powell Street	000-600
Post Street	100-1400
So Van Ness Ave	000-200
Stockton Street	000-500
Sutter Street	200-1500
Turk Street	000-900
Taylor Street	000-800
Van Ness Avenue	000-1400

Major Locations

- Moscone Center
- Union Square
- Market Street
- Civic Center
- UN Plaza

**Miscellaneous Address Range
for Smaller Streets**

Ash Street	(all)	Lapu Lapu	(all)
Bernice Street	(all)	Larch Street	(all)
Berwick Place	(all)	Laskire Street	(all)
Brady Street	(all)	Lech Walesa	(all)
Breen Place	(all)	Linden Street	000-100
Brush Place	(all)	Lily Street	000-100
Cedar Street	(all)	Mabini Street	(all)
Chelsea Place	(all)	Maiden Lane	(all)
Clara Street	(all)	Mark Lane	(all)
Claude Lane	(all)	Mary Street	(all)
Clemintina Street	200-500	Minna Street	200-1200
Cleveland Street	(all)	Moss Street	(all)
Columbia Square	(all)	Myrtle Street	(all)
Compton Place	(all)	Natoma Street	200-1200
Cotton Street	(all)	Norfolk Street	(all)
Cyril Magnin Street	(all)	Olive Street	(all)
Daniel Burnham Ct.	(all)	Otis Street	(all)
Dore Street	(all)	Peter Yorke Way	(all)
Elm Street	(all)	Plum Street	(all)
Elwood Street	(all)	Rausch Street	(all)
Falmouth Street	(all)	Redwood Ally	(all)
Fern Street	000-400	Ringold Street	(all)
Gordon Street	(all)	Rizal Street	(all)
Grace Street	(all)	Robert Kirk Lane	(all)
Harlan Place	(all)	Rose Alley	000-100
Harriet Street	000-200	Russ Street	(all)
Hemlock Street	(all)	Scott Alley	(all)
Heron Street	(all)	Security Pacific Place	(all)
Hickory Street	000-200	Sheridan Street	(all)
Isis Street	(all)	Shiplely Street	000-300
Jennifer Place	(all)	Starr King Way	(all)
Jessie Street	000-900	Sumner Street	(all)
Juniper Street	(all)	Tandang Sora Street	(all)
Kissling Street	(all)	Tehama Street	200-500
Lafayette Street	(all)	Washburn Street	(all)
Langton Street	(all)	Willow Street	(all)