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**Sending Arrest Reports to the O.R. Project**  
(Re-issue DB 17-106)

The O.R. (Own Recognizance) Project assists the Superior Court in processing probable cause reviews. As a result of the US Supreme Court Decision, County of Riverside v. McLaughlin, every person booked into the San Francisco County Jail for an on-view charge (either felony or misdemeanor), must have their case reviewed by a judge within 48 hours of arrest.

The purpose of this review is to determine whether there exists probable cause for the incarceration. If the judge finds probable cause, then the defendant remains in custody. If the judge does not find probable cause, then the defendant is ordered released on their own recognizance.

Every day, including weekends and holidays, the O.R. Project attempts to gather the necessary police reports for the judge to review. It is imperative for the O.R. Project to receive arrest reports in a timely manner, so that they can make this determination. For more information please view the [San Francisco Pretrial Diversion Project](#), including the O.R. Project.

Effective immediately, members **shall** fax or email approved copies of all felony and misdemeanor arrest (booked misdemeanor) reports to the O.R. Project regardless of the time of day.

After faxing the approved report to the O.R. Project at **1-415-431-3658**, the member **shall** stamp the station copy of the report with a "FAXED" stamp, and **shall** write "O.R." next to the faxed stamp. If a FAXED stamp is unavailable, members **shall** write the words "FAXED/O.R." on the station copy. A faxed confirmation sheet should also be attached to the station copy.

When emailing the approved report to the O.R. Project to [sfsd.pretrial@sfgov.org](mailto:sfsd.pretrial@sfgov.org), members should use their assigned Incident Report number in the subject line. After emailing the report, members **shall** write "EMAILED/O.R." on the station copy. A printout of the sent email should also be attached to the station copy.

In the event that the station's fax machine is temporarily out of service, or malfunctioning, the Platoon Commander, or OIC, is still responsible for compliance with this directive and shall locate an alternate department fax machine.

Platoon Commanders **shall** ensure compliance.

O.R. Project Office phone number at County Jail #1: 415-568-9671 or 415-626-4995.

Members assigned to the Airport Bureau shall follow San Mateo County Procedures.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 19-070, sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS. Any questions or clarification regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about the directive.*