



DEPARTMENT NOTICE

20-065
4/13/20

Clarification of new SFDA “Standby Subpoenas”

The Legal Division has been in continual contact with the San Francisco District Attorney’s Office regarding the current COVID-19 pandemic’s effect on criminal court matters.

The Department is aware that the SFDA has begun issuing “Standby Subpoenas” requesting that members be able to respond to court within one hour, if needed. *These subpoenas should not be confused with the routine “Call in Standby Subpoena”.*

The Department considers the new Standby Subpoena as a “Must Appear” order and members will receive compensation as such.


Members shall attempt to contact the assigned ADA and clarify if they are required to physically respond to court. If a member is required to physically respond to court, respond to court as usual and follow instructions from the assigned ADA.

Most ADAs are currently telecommuting; therefore, email is the suggested method of communication for initial contact.

Members appearing in court **are not required** to check in with Court Liaison at this time.

If a member is unable to make contact with the assigned ADA for instructions, members may contact the SFDA IPP office at 628.652.4347 (M-Fri 0800/1600) or email SFDASUBPOENA@SFGOV.ORG for guidance.

Additional updates will follow as the Department is made aware.


WILLIAM SCOTT
Chief of Police

Per DB 19-156, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.