



DEPARTMENT NOTICE

20-186
12/22/20

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

Members shall carefully select a court date when issuing Notices to Appear and shall not assign dates to appear on weekends or court holidays. ****Please note that the time frame for choosing a court date for misdemeanor citations (includes Misdemeanor Rebookings, also known as Narcotics Rebookings) has changed to "25 consecutive days." See the below instructions, and do not cite beyond 25 days.**

Penal code 853.6(e) state in part: If the duplicate notice is filed with the prosecuting attorney, he or she, within his or her 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 arrest.

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.

CJC Misdemeanors: Select a court date on a Tuesday or Friday that is at least 8 and no more than 10 court days (not including weekends) after the citation is issued; use 2:00 p.m. for the time. Members shall NOT check the "Criminal Division 850 Bryant St." box on citations that qualify for CJC referral. Instead members shall write in: 575 Polk Street, S.F. 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.

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

William Scott
WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.

2021 CITATION CALENDAR

BUSINESS DAYS

CJC MISDEMEANOR CITATIONS - Tuesdays or Fridays, not less than 8 nor more than 10 court days from the date of the citation at 2pm.

JUVENILES - to be issued by the Juvenile Court.

2021 CITATION CALENDAR

CALENDAR DAYS

INFRACTIONS - Count 30 consecutive calendar days, including weekends, from the date of the citation.

ADULT MISDEMEANOR CITATIONS (misdemeanors sent for rebooking) - Count 25 consecutive calendar days, including weekends and the date of the citation.

JUVENILES - to be issued by the Juvenile Court.

JANUARY

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

FEBRUARY

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	★
★	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	TH	F
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29	30	★		

APRIL

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MAY

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JUNE

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JANUARY 2022

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JULY

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AUGUST

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SEPTEMBER

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★ Indicates HOLIDAY / COURT CLOSED

(REVISED 12/20)

JANUARY

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JANUARY 2022

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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26	27	28	29	30	★	

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(REVISED 12/20)