



# DEPARTMENT NOTICE

24-053

Published: 03/22/24

Expires: 03/22/27

## San Mateo County E-Subpoena Service

(Update to DN 20-138)

The San Mateo County District Attorney's Office currently uses the Electronic Subpoena System (ESS) which transmits subpoenas to a Department e-mail address in criminal or grand jury cases only. Airport members are expected to access the associated website link by logging in with a user ID and password. Proof of service will occur electronically from the moment the member opens the link to view the subpoena.

If a member has a FLYSFO email account and relocates to a bureau assignment other than the Airport, San Mateo County District Attorney's Office will receive the member's updated department e-mail (SFGOV) change notice. Regardless of the assignment, members are expected to adhere to Airport policy and procedures when responding to an ESS communication.

Members requiring assistance with ESS access can contact the Airport Bureau Records Unit at [REDACTED] or email: [REDACTED].

  
WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in Powers 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](mailto:sfpd.writtendirectives@sfgov.org), who will provide additional information.*