



# DEPARTMENT NOTICE

24-128

Published: 08/08/24

Expires: 08/08/27

## **Issuance of Card Keys to District Stations for Gaining Access to the Garage at 850 Bryant Street After-Hours (1900-0600)**

(Re-issue DB 18-130 04/01/21)

The Fleet Office has issued one card key to all district stations that allows access into the garage of the Hall of Justice (HOJ), 850 Bryant Street. The card key should be maintained in the district station lieutenant's office with the attached sign-out sheet.

If a station card key is damaged or unreadable call the Fleet Office at [REDACTED] during business hours, Monday-Friday 0800-1600 hours. If a station card key is lost, immediate notification shall be made to the Fleet Office. If after hours, call the Department Operation Center (DOC) at [REDACTED] to report the lost station card key. The card key will be deactivated, and a new card key will be issued.

It should be noted that the front doors of the HOJ on Bryant Street are staffed by the San Francisco Sheriff's Office, Monday-Friday 0600-1900 hours and are closed on weekends and all legal holidays.

If a member needs to respond into the HOJ garage between 1900-0600 hours and is not in possession of a station card key, an extra access key card is maintained at the DOC that can be signed out for use. Call the DOC for additional information.

Members are reminded to assist in maintaining the security of the building by pausing momentarily to visually confirm that entry/exit gate fully closes before driving away. If gates are inoperable, contact the DOC.

  
WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS 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.*

