



DEPARTMENT NOTICE

24-155

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Off-Duty Traffic Court Assignment Pre-Paid Parking Vouchers

The purpose of this DN is to address parking for officers subpoenaed to traffic court at 400 McAllister Street during off-duty hours. These officers may seek a pre-paid parking voucher from the department that can be used at the Civic Center parking garage located at 355 McAllister Street. Please note that pre-paid parking vouchers are not to be used for criminal court appearances at this time.

Obtaining a Voucher

To obtain a voucher, officers will need to request one from staff overseeing subpoenas at their station or unit. Once a voucher is issued, the officer receiving the voucher must sign for it with the staff member who issued it. If an officer is assigned to a location that does not have dedicated staff for subpoenas or is at a unit that does not receive prepaid vouchers, that officer may request a voucher from the Court Liaison's office, and one will be mailed to them using interdepartmental mail.

In all other instances if it is not feasible to obtain a prepaid voucher in time for their court appearance, off-duty officers subpoenaed to traffic court may still park at the Civic Center garage, but they will need to pay for parking out of pocket. After completing their appearance, officers may seek reimbursement for parking through the normal process with Fiscal that must also include a parking receipt.

Using the Pre-Paid Parking Voucher

To use the prepaid parking voucher, please adhere to these steps:

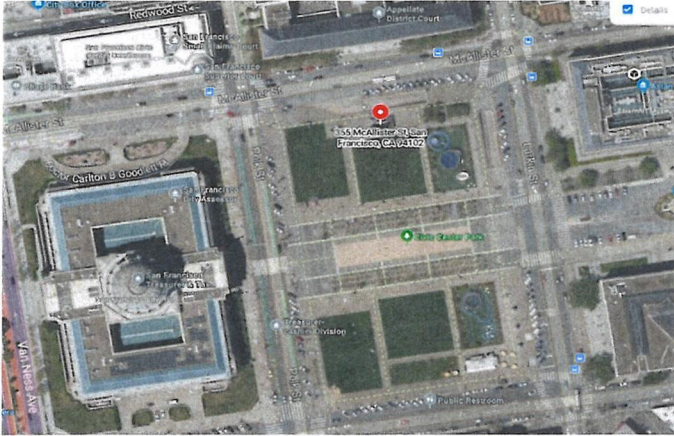
1. Enter the garage and take the parking ticket issued by the machine at the entrance of the garage.
2. When exiting the garage, insert the initial ticket issued by the machine when entering the garage, and then insert the pre-paid parking voucher into the machine. The gate should proceed to open.

Administering Pre-Paid Parking Vouchers

Staff issued pre-paid parking vouchers by Fiscal shall keep logs for the vouchers that indicate at a minimum:

1. the date of issuance
2. the name of the officer
3. court appearance date
4. their star number
5. citation number
6. Signature field for the officer receiving the pre-paid voucher
 - a. For vouchers issued by the Court Liaison's office, the officer distributing the voucher may sign in the signature field if the distribution is completed through inter-departmental mail.

Appendix A: Aerial Map of 355 McAllister Street



Appendix B: Sample Pre-Paid Parking Voucher – actual voucher will list the San Francisco Police Department vs. the Farmer’s Market



William Scott
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 who will provide additional information.