



DEPARTMENT NOTICE

25-002

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Assignment of Court Dates for Adult Notices to Appear (TR-130) (Supersedes DN 24-184)

Members shall carefully select a court date when issuing Notices to Appear and not assign court appearance dates on weekends or court holidays. There are two court holidays that do not coincide with CCSF holidays and one CCSF holiday where the courts are open.

Members shall also carefully select the correct appearance instructions and court location. A bench warrant will not be issued if the defendant fails to appear when an error was made in the appearance instructions. **Using E-Citation to issue Notices to Appear is required unless a valid exception applies, and doing so avoids these common errors.**

- **Infractions:** 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.
 - Select *Traffic/Nontraffic, Infractions Division (Room 145)* for the location.
- **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. Otherwise, do not cite beyond 25 days.
 - Use **8:30 a.m.** for the time and select *SF Superior Court, Criminal Division (Room 101)* for the location.
- **CJC Misdemeanors:** Select *Community Justice Center (575 Polk St.)* for the location.
 - For court dates through 1/17, select a Tuesday or Friday at 2pm at least 8 and no more than 10 court days after the citation is issued.
 - For court dates on 1/21 and thereafter, select a **Tuesday or Thursday at 1:30 p.m.** at least 8 and no more than 10 court days after the citation is issued.

Members assigned to the Airport Bureau shall follow the San Mateo County Court Calendar for Adult citations.


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.