



# DEPARTMENT NOTICE

20-111  
07/01/20

## Zoom Video Conference Option for Preliminary Hearings

Effective Friday, May 8, 2020, the SF Superior Courts handling criminal cases in Departments 9, 11, and 12 started allowing for testimony in preliminary hearings by witnesses to be performed virtually ONLY in some instances. Members will be required to honor their subpoenas and are responsible for contacting the Assistant District Attorney assigned to the case to determine if they are required to attend the preliminary hearing in person or via Zoom video conference. The assigned Assistant District Attorney will provide the Department Member with the Zoom link to participate if applicable.

If testimony can be accomplished via Zoom, Members while on duty, may use their department-issued cell phone or a station computer equipped with a camera to testify in the case. Please ensure the station computer is in a private location with a strong internet connection. Members, while off-duty, must have the capability while using their department cell phone or a computer, to participate on a Zoom call (e.g. a computer with a camera and microphone). This Zoom conference may be performed by the Member from any location; however, in the first few weeks, the District Attorney's office is asking that the Member be no more than 60-minutes away from the Hall of Justice Courthouse in case there is an issue with technology.

In preparation for any Zoom testimony, Members shall have a copy of the incident report, and a mugshot photo of the defendant while participating in the virtual testimony. Members must safeguard confidential information while off-duty and return the material to their assignment when completed. Members will be compensated, as outlined in the current Memorandum of Understanding. There are no changes to entitled compensation. Members are also reminded of the requirements to be in "court attire" whether in court or on a Zoom video conference.

Members may also choose to attend the hearing in person by wearing a mask and practicing social distancing.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT  
Chief of Police

*Per DB 20-081, sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about the directive.*