



DEPARTMENT NOTICE

22-037
04/16/22

Rebooking Packets for Misdemeanor and CJC Citation Arrests (Supersedes DN 21-129)

However, the responsibility of uploading misdemeanor and CJC rebooking packets will remain with the District Stations.

The District Station Platoon Commander (PC), upon reviewing the report, will ensure that the misdemeanor and CJC rebooking packets will be forwarded to the District Station designees for uploading into [REDACTED]. The District Station designees will consist of two members from the Captain's Staff. District Station designees shall also be responsible for sharing the BWC video associated with the rebooking with the District Attorney's office through [REDACTED]. Any questions from the District Attorney's Office regarding arrest packets should be directed to the on-duty station PC.

Misdemeanor rebooking packets should be uploaded in a timely manner, no later than 72 hours after the arrest.

CJC rebooking packets should be uploaded by the end of the next business day following the arrest.

Misdemeanor traffic arrests (DUI, 14601 CVC and 12500 CVC) will continue to be handled by Traffic Admin.

Members shall provide the following when making an adult misdemeanor citation arrest packet. These items are to be placed in the station's designated location. Arresting officers should submit the packets by the end of their tour of duty to ensure packets can be processed and uploaded in a timely manner.

- Original citation
- One copy of the citation
- One copy of the incident report
- **Color** copies of all photos, Citizen's Arrest forms, certificate of release forms
- CD or DVD of any video
- Copy of the CAD
- Copy of the CII record
- Copy of the FBI record

- Copy of the DMV record (only if relevant to the case)
- **DO NOT INCLUDE** SF rap sheets or any other CLETS information

Uploading Responsibilities – Captain’s Staff Designee:

- [REDACTED]
- [REDACTED]
- Upload CJC arrest packets to the “CJC” folder in Laserfiche according to the court date. Select the YEAR>MONTH>DATE.
- Original citations are to be forwarded to SFPD Misdemeanor Rebooking at the HOJ. Do not forward any other paperwork.
- [REDACTED]
- All remaining paperwork from the packets should be disposed of accordingly.

For **misdemeanor traffic arrests** (DUI, 14601 CVC, 12500 CVC including vehicle collision reports written on CHP 555 forms), place the report copy with attached original citation, two citation copies, attach all **original** associated DMV forms (DS367, DMV310, etc.), copies of all scanned/booked forms (284 forms, toxicology forms, etc.) and all required computer queries in a manila envelope and seal it. Address the envelope as follows: “Traffic Admin, Misdemeanor Re-Booking Unit.”

When requesting SF and CII Rap sheets, members shall adhere to the current CLETS policy on the matter. The following is a reminder:

- Members shall not attach CLETS-related documents (e.g., CII, SF rap sheet, DMV, or Cal Photo) to submitted incident reports produced in the Crime Data Warehouse or any other Department approved reporting system.
- It is a violation of the Department of Justice CLETS policy to attach CLETS or CJIS (Criminal Justice Information System) data to any outgoing Department email, including "sworn-only" addressees.

[REDACTED]

In the event of a mass arrest situation, it shall become the responsibility of the Investigations Bureau to provide misdemeanor rebooking packets to the District Attorney's office, Misdemeanor Rebooking Unit.

The Airport Bureau shall follow its established procedures for the processing of misdemeanor arrests or citations.



WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.