



# DEPARTMENT NOTICE

22-123

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## Assignment of Court Dates for Non-Traffic and Traffic Adult Citations (Supersedes DN 21-172)

Members shall carefully select a court date when issuing Notices to Appear and not assign dates to appear on weekends or court holidays. **\*\*Please note the time frame for choosing a court date for misdemeanor citations (includes Misdemeanor Rebooking, also known as Narcotics Rebooking) has changed to "25 consecutive days." Do not cite beyond 25 days. See the below instructions.**

*Penal code 853.6(e) states in part: If the duplicate notice is filed with the prosecuting attorney, the prosecuting attorney, within their discretion, may initiate prosecution by filing the notice or a formal complaint with the magistrate specified in the duplicate notice within 25 days from the time of the arrest.*


### Adult Citations

**Infractions** (traffic & non-traffic): Count 30 consecutive calendar days, including weekends, from the date of the citation. If the 30<sup>th</sup> day lands on a weekend or holiday, select the next available weekday that is not a court holiday.

**Misdemeanors**: Count 25 consecutive calendar days, including weekends and the date of the citation. If the 25<sup>th</sup> day lands on a weekend or holiday, select the next available weekday that is not a court holiday.

**CJC Misdemeanors**: Select a court date on a Tuesday or Friday at least 8 and no more than 10 court days (not including weekends) after the citation is issued; use 2:00 p.m. for the time. Members shall NOT check the "Criminal Division 850 Bryant St." box on citations that qualify for CJC referral. By checking the wrong box, the citation is nullified, and the CJC Court Judge will not issue a bench warrant if the defendant fails to appear. Instead, members shall write in 575 Polk Street, SF.

Members assigned to the Airport Bureau shall follow the San Mateo County Court Calendar for Infractions and Misdemeanor for Adults.

  
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](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*