



DEPARTMENT NOTICE

24-150

Published: 10/04/24

Expires: 10/04/27

Changes to SF Traffic Court Location

Beginning **October 7, 2024**, Traffic Court is moving to Department 218 located in the Civic Center Courthouse at 400 McAllister St. Traffic Court will no longer be located at 850 Bryant St. All members subpoenaed to Traffic Court on October 7th and thereafter shall appear at 1300 hours at the new location.

Traffic Court encourages members to appear over Zoom for all Wednesday trials, but in-person appearances continue to be option that day.

[REDACTED]

A **signature and end time** on the back of the court overtime card (SFPD 175) from the Bailiff or Court Clerk is required when the following apply:

- Traffic court is the second court appearance of the day (hour for hour).
- Traffic court is the first court appearance of the day and exceeds three (3) hours (hour for hour).
- An on-duty appearance runs into overtime (quarter-hour for quarter-hour).

No timestamp from the Court Liaison Unit is required for Traffic Court at the new location, and overtime cards can be interofficed to the Court Liaison Unit with a copy of the subpoena rather than delivered in person. Additionally, members are only required to sign-in on the Traffic Court log. Appearances and end times are subject to further verification against court records.

Parking protocols due to this move will be addressed in a separate notice.

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.