

OFFICE OF OPERATIONS

NOTICE NO. 38

AUG 29 1996

August 22, 1996

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: CHANGE IN RELEASE FROM CUSTODY CITE BACK DATE

EFFECTIVE: Immediately

PURPOSE

The purpose of this Notice is to inform all Office of Operations (O.O.) personnel of a change in the number of days to be utilized when citing back violators pursuant to a "Notice to Appear/Release From Custody" (RFC) (Form 05.02.2) citation.

INFORMATION

While the citing instructions on the cover of RFC citation books direct officers to "cite violators...to appear before the court clerk ten (10) court days from date of issuance," it has been determined that this procedure is not allowing the court sufficient time to process citations before the scheduled due date. As a result, to simplify the filing procedure, the RFC cite back due date of 10 days will be extended and a uniform cite back date will be implemented for all RFC filings.

PROCEDURE

Effective immediately, all RFC violators except those cited for 11550 Health and Safety (H&S) shall be cited back 25 calendar days from the date of issuance. If the cite date falls on a holiday or weekend, the violator shall be cited to the first open court date before the 25th calendar day.

EXCEPTION: All 11550 H&S violators shall continue to be cited back ten (10) calendar days from date of issuance. If the cite date falls on a holiday or weekend, violators shall be cited to the first open court date before the 10th calendar day.

The RFC citation book's "Citing Instructions" Section will be amended to reflect the above changes upon the next printing of RFC citation books.

Questions regarding this change should be directed to the City Attorney Complaint Liaison, Detective Headquarters Division, at extension 5-6195.

A handwritten signature in black ink, appearing to read "Bryan Lewis", with the letters "(FOR)" written in parentheses to the right of the signature.

BRYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"