

# San Francisco Sheriff's Department

## Information for Recently Arrested Persons

*Effective July 20, 2018*

The San Francisco Sheriff's Department is committed to keeping everyone in our facilities safe. We perform searches and remove personal property to prevent inmates from bringing banned items into our jails that could potentially harm you and others. Please cooperate, obey facility rules and follow staff direction to promote a safe environment for everyone.

### **Most Local Phone Calls with Area Codes 415, 510, 628 & 650 Are Free at the Booking Facility**

When you are booked on a criminal charge at County Jail #1, we will give you a 12-digit number, which allows you to use the phones. The numbers are your booking number listed on your charge sheet (the first eight numbers) and a four-digit "personal identification number," also known as a "PIN."

The first time you use the phone, you will enter your booking number, followed by the numbers: 1-2-3-4. A computer voice will tell you to change the numbers 1-2-3-4 and enter your own personal four-number PIN. You will enter this PIN after your booking number for all future calls. Telephone calls may last up to 15 minutes each.

Telephone calls within 15 miles of County Jail #1 are free. Calls outside the 15-mile boundary (toll calls) will be charged to the person you are calling. A recorded message will tell the person that the incoming call is from someone in the county jail. The person must accept the charges in order for the call to be completed. If you are moved from County Jail #1 to another jail, you must purchase phone time for all calls or you will be restricted to making collect calls only.

**Additionally, the Sheriff's Department records every call you make, unless it is to an attorney who has registered their phone number with the Sheriff's Department.**

### **Towed Vehicle Information**

In the event your car is towed and then impounded, you are responsible for towing and storage fees. If you have not paid your storage fees for 90 days or more, your car can be sold to pay for those fees. For information regarding towing and storage, please call the Municipal Transportation Agency (MTA) tow information phone number at 415-553-1235. You will need your vehicle's license plate number to request information.

### **How Criminal Charges Are Prepared for Prosecution**

If you are booked on a felony (higher-level crime, which can carry a prison sentence) and/or "non-citation eligible misdemeanor charges" (an offense that requires an officer to arrest and book you), the District Attorney's office (DA) will review your offense(s) and decide whether to charge you as booked or do one or more of the following:

- Not file the charge—which may result in your release unless you are wanted on an outstanding arrest warrant or hold;
- Reduce the charges, which may make them acceptable for a citation and summons to appear in court;
- Increase the charges;
- Dismiss some or all charges for further investigation, which may result in your release unless you have an outstanding warrant or hold that is not citable or eligible for bail;

- If you are currently on probation, file to revoke your probation in addition to, or instead of filing new charges.

The District Attorney makes these decisions based on your arrest report and other information, which takes time to review. If you are not released, your first court appearance, called an **“arraignment,”** must take place within 48 hours, not counting weekends and holidays.

### **Attorney Visits**

Public Defenders (attorneys) visit the Intake Facility at various times, interview recently arrested defendants and, in many cases, provide defendants with representation. If you cannot afford a private attorney, one will be provided at your first court appearance. Any attorney representing you is allowed to visit you at any time except during change of shift/count time. Also, attorneys are not allowed to give you anything without receiving permission from an on-duty deputy sheriff.

### **Release from Custody Without Posting Bail**

#### **Citation Release for Eligible Offenses**

If you are booked on citation-eligible misdemeanor (lower offense) charges, you will be released after being fingerprinted and signing a citation in which you promise to appear in court on the date and time listed on the citation.

#### **Own Recognizance (O.R.) Release - Before Your First Court Date**

If you do not qualify for a citation release, the San Francisco Pretrial Diversion Project will review your booked charges to see if you qualify for recommended release from jail under your **“Own Recognizance”** (O.R.).

If you are eligible to be released on **“O.R.”** before appearing in court, (usually within 48 hours of being arrested, not counting weekends and holidays) Pretrial Diversion Project staff will complete a risk assessment based on your criminal history and current offense and forward this information with its recommendation to the duty judge. Pretrial Diversion staff will ask you to sign a promise to appear for your court dates before presenting your case to a judge, but will not interview you.

Pretrial Diversion’s recommendations can include the following:

- O.R. release with no conditions;
- O.R. release with conditions, which might include regular reporting, attendance in community programs, or other specified condition; or
- No O.R. release.

If a judge approves you for an O.R. release, Pretrial Diversion Project staff will provide you with the conditions of your release.

#### **Own Recognizance (O.R.) Release - On or After Your First Court Date**

If the judge denies your release or your charges disqualify you from pre-arraignment O.R., you will have another opportunity at your arraignment to be considered for an O.R. release. Pretrial Diversion Project staff will complete an additional risk assessment that will recommend granting or denying O.R. release, and present this to the arraignment judge. The judge will then decide whether you can be released on O.R., and if so will determine the conditions.

If the judge grants you O.R. release, you must follow the conditions, including appearing in court on the dates and times stated. If you fail to appear in court, the judge may issue an arrest warrant for failure to appear.

## **Release from Custody by Posting Bail**

You may post bond at any time while you are in jail—provided you have a set bail amount for your local charges and you have no out-of-county arrest warrants or other holds that are not eligible for bail.

Please note:

- Before arraignment, your bail is listed on your booking receipt.
- The judge sets bail during your arraignment and may leave it the same, increase or decrease the amount or may release you on O.R.

A list of local bail bond agencies and their 24-hour phone numbers are posted in the jail holding cells, housing areas and facility lobby. If you have questions about your bail amount or local court information, you or your friends and family can call this information-only number: **(415) 553-1430**.

## **Personal Searches**

You are subject to a full-body scanner, “pat” or “strip” search of your body to ensure that you are not carrying items that have been banned from jail or could be dangerous or harmful to you and others. If you are a transgender person, you may request to be searched by a deputy sheriff of the same gender identity. A Sheriff’s deputy will perform a strip search when:

- You are currently charged with a crime involving drugs, weapons and/or violence; or have been arrested or convicted of charges involving drugs, weapons or violence within the last five years (excluding H&S 11550);
- You are currently charged with California Penal Code 3056 or booked on a State Parole Hold;
- You are charged with California Penal Code 1203.2 or you are under the supervision of the Adult Probation Department;
- You are booked in for “safekeeping only” for another agency;
- There is reasonable suspicion that you may have contraband on your body and a supervisor has approved the search.

## **Medical Screening Interview – Ensuring Your Health Needs are Met**

Jail Health Services (JHS), a unit of the San Francisco Department of Public Health, will conduct a private medical screening interview with you before you are housed. Please let the JHS representative know of any medical and/or mental health conditions you may be experiencing, or if you have prescribed medication in your property that was taken. If needed, you will be referred to a Behavioral Health specialist for further review.

## **Keeping Everyone Safe**

If you are ever concerned for your safety, or if you have thoughts of hurting yourself or others, please let jail staff know immediately. If you become sick or notice another inmate needing medical care, immediately notify jail staff by either pressing the “distress” button on the wall, knocking on the door or calling out to get a staff member’s attention.

## **Classification Interview and Housing Safety**

The Sheriff’s Classification staff will conduct an interview with you to determine the safest possible housing location based on your criminal history, current charges, past jail behavior (if any), gender identity, known

mental health or medical needs, concerns for your safety, etc. Be honest about any concerns you may have, which will help us keep you safe.