

To get a Superior Court Stay Away Order:

1. Indicate that the arrest is made for a **narcotic** offense.
2. Indicate if there is a history of arrest within the Mission District.
3. State specifically whether the arrestee has a history of drug arrests and/or pending narcotic cases within the Mission District.
4. Include the location of past arrests within the district and the case numbers.
5. If the subject does not live in the Mission, please indicate this in the narrative. **It is essential for officers to list in the narrative of the report that the person is not from San Francisco and what business he or she has here, if any.**

The following information needs to be included on the Stay Away Order:

1. The Stay Away Order **must be typed**, not hand written.
2. Fill out the defendant's name, and SF number, district station, and ID information (sex, height, weight, hair, eye, race, age, DOB), in the appropriate spaces.
3. Fill out the "Stay Away from the following location" portion of the order.
4. Do not fill out the bottom portion of the order, commencing with "Violation of this order, etc."

Place original Stay Away Order and a copy of the incident report in a manila envelope marked "**Narcotics Rebooking – Stay Away Order**". This envelope shall be brought downtown and placed in the Narcotics Rebooking Box by 0400 hrs. each day.

When arresting persons for violations of the Stay Away Order:

1. Provide a copy of the station's Stay Away order and Court Number with your incident report.

This information was happily stolen from Tenderloin Station.