



1-31 COURT SERVICES UNIT

1-31-1 Policy

The Court Services Unit (CSU) policy is to facilitate proper communication and information exchange between the Albuquerque Police Department and the judicial system.

1-31-2 Purpose

The purpose of the Court Services Unit is to promote a harmonious working relationship between the Albuquerque Police Department and the judicial system.

1-31-3 Definition

A. Judicial System/Entities

Consists of the Metropolitan Court, District Court, Federal Court, Motor Vehicle Division (MVD), Attorney General's office, District Attorney's office, Public Defender's office and private attorneys.

1-31-4 Rules and Responsibilities

A. Represent the Department throughout the judicial system:

1. Supervisor will attend meetings at any of the judicial branches upon request.

B. Provide assistance as necessary to the public, the department, and members of the judicial system.

1. The supervisor will monitor complaints, questions, and concerns.
2. Staff will direct assist the public and members of the judicial system according to Standard Operating Procedures.

C. Prepare felony paperwork for the District Attorney's Office. This may include:

1. Copies of reports
2. Criminal Complaints
3. Statements
4. Any other supplemental documents of the full case files

D. Coordinate Court Appearances for Department personnel



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1. Utilize the Court Services Information System (CSIS)
2. Notify all of the Judicial System of officers vacation, leave, and training
3. Monitor officer's duty assignments throughout the Department
4. Court Dockets
 - a. Staff will utilize the CSIS to complete this docket.
 - b. Staff will post on Sharepoint the 7-Day docket with-in 7 days of the current date.
 - c. Staff will post on Sharepoint the Final (Next Day) docket with-in 24 hours of the current date.
5. Misdemeanor Pre-trial Interviews (PTI)
 - a. Staff will schedule Misdemeanor PTI requests from defense attorneys.
 - b. Staff will maintain logs regarding:
 - i. Officer attendance
 - ii. Attorney attendance
 - iii. Status of completion of PTI
- E. Receive and distribute subpoenas for Department personnel from judicial entities
 1. Staff will email Department personnel copies of the subpoenas.
 2. Staff will accept subpoenas that are over 36 business hours from the hearing/trial time.
- F. Citations
 1. Court Services shall review the following citations prior to submission to the appropriate courts:
 - a. Traffic Citations (Printed/handwritten)
 - b. DWI Citations (Printed/handwritten)
 - c. Misdemeanor (Printed/handwritten)
 2. If citations are not correctly completed, staff will return the citation to the issuing officer to be corrected and resubmitted.
- G. Officer Prosecution Cases
 1. Court Services Specialists shall prepare case files for officers.
 2. Files shall be provided to the officer within 2-7 days of the court date.



3. These files will include discovery
 - a. Discovery will also be provided to the defendant and/or defense attorney.
4. Cases that are taken over by the District Attorney will be given all discovery.
5. Officer will return files to staff after the hearing for any necessary updates.
6. Staff will research and update case files.

H. Criminal Summons

1. Staff will receive an original criminal summons and three copies from officers
2. Staff will check the documents for:
 - a. Charges
 - b. Officer's signature
 - c. Supervisor's signature
 - d. Defendant's information
 - e. Listed as summons
3. The copies of the criminal summons will be distributed to the Metropolitan Court.

I. Missed Court Notices

1. Notification, to CSU, of missed court can be provided by:
 - a. Court Services Specialists
 - b. District Attorney's Office
 - c. Implied Consent (MVD)
 - d. Pretrial Coordinator
2. Staff will enter the missed court notices into an access database for tracking purposes.
3. Supervisor will provide copies of the missed court notices to Operations Review.

J. Misdemeanor DWI Discovery

1. CSU will gather and submit the following documents to the District Attorney's Office:
 - a. Offense/Incident Report
 - b. Breath Card



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- c. Tow-in
 - d. 911 CADS
 - e. Access to evidence pertaining to the incident
 - f. Accident Report (if applicable)
2. Discovery will be provided to the District Attorney's office by electronic communication and/or hand delivered.

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ADMINISTRATIVE SUPPORT BUREAU ORDERS

SOP 8-14

OPA DRAFT (REMOVAL): 10/4/18

8-14 COURT SERVICES UNIT

8-14-1 Goal

The Court Services Unit goal is to facilitate proper communication and information exchange between the Albuquerque Police Department and judicial system.

8-14-2 Objective

The objective of the Court Services Unit is to promote a harmonious working relationship between the Albuquerque Police Department and the judicial system. Additional objectives include providing subpoena, felony arraignment, and court support for Department personnel in a professional and timely manner.

8-14-3 Rules and Responsibilities

A. Records Division Manager

1. The Unit shall be commanded by a Records Division Manager, who is responsible administratively and operationally to the Records Division Manager in charge of the Professional Standards Division.

2. Duties

- a. General supervision of Court Services staff
- b. Establish section policy and procedure.
- c. Evaluate department policies and regulations and make recommendations as they pertain to interaction with the judicial system.
- d. Represent the Department throughout the judicial system.

B. Court Services Supervisor

1. The Section will be supervised by the Court Services Supervisor, who is responsible administratively and operationally to the Records Division Manager in charge of Court Services.

2. Duties

- a. General supervision of Court Services staff, to include area command Court Service Specialists.
- b. Training Court Services staff
- c. Assigning duties and responsibilities to Court Services staff
- d. The general maintenance of office equipment and supplies
- e. Responsible for the Court Services Section in the absence of the Records Division Manager.
- f. Responsible for the daily operations of Court Services
- g. Process summonses from department personnel



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- h. Provide monthly missed court notices and court call-in lists to the Majors for distribution to commanders.
- i. Other duties as assigned by the Section Records Division Manager.

C. Pre-Trial Coordinator

The Pre-Trial Coordinator's primary function is to set dates and times for pre-trial interviews between officers and attorneys. This duty includes maintaining logs, updating the docket, and other assignments as set forth by the Court Services Supervisor.

D. Court Services Staff

1. Court Services personnel perform many functions and duties in pursuit of the Section's objectives as assigned by the Court Services Supervisor.

2. Duties

- a. Provide assistance as necessary to the public, the department and members of the judicial system.
- b. Prepare felony arraignment paperwork for the District Attorney's Office.
- c. Coordinate appearances of police officers in court
- d. Review disposed felony cases
- e. Maintain and update scheduling interface; to include court dockets from District and Metro Court, pre-trials, MVD hearings and other administrative hearings.
- f. Receive and distribute subpoenas for Department personnel from Federal Court and the Attorney General's Office, public defender's office, felony pre-trial interviews (PTI) from private attorneys.
- g. Process citations for distribution into the judicial system
- h. Preparation of non-record (officer prosecution) cases for department personnel
- i. Any other duty as determined by the Court Services Supervisor

Policy Development Form
Office of Policy Analysis



Name and Title: Helen Rogers (Court Services Manager)

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SOP: 1-31 & 8-13 Court Services Unit

Date Completed: 10-4-18

In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

Explain the rationale or purpose for the new policy or amended policy? Example: Best practices, case law, liability, conflicts with other policies or regulations, CASA related.

1-31 is a complete re-write of 8-14. Gives clarity on what the unit does as a whole. Remove HR style job descriptions.

What is the policy intended to accomplish? Explain the general intent with respect to the specific topic of the policy.

Provide employees guidance on how the unit functions. Update with current practices

How will the policy be measured to determine its effectiveness? (Example: Will data be collected, if so, in what format and who will maintain the information?)

n/a

Please list any references used to draft the policy such as policies from other agencies, case law, directives from the CASA, research papers, etc.

n/a

Policy Development Form
Office of Policy Analysis



Please submit this form to OPA@cabq.gov
Should you have any questions or concerns regarding this form, contact Jolene Luna at 768-2223 or email jjluna@cabq.gov.
Updated 7/25/18