



1-31 _____ COURT SERVICES UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

~~X XX Policy Title 2-76 Court~~

B. Form(s)

Discovery Coversheet

~~PD X Entry of Appearance~~

PD 4012 Tow-In Report

~~P30D X Leave~~

~~PD X Discovery Coversheet X Form Title~~

C. Other Resource(s)

BlueTeam

Court Service Information System (CSIS)

~~BlueTeam)~~

D. Rescinded Special Order(s)

~~SO X Subject None~~

1-31-1 _____ Purpose

The purpose of this Unit policy is to promote a ~~harmonious~~ collaborative working relationship between the Albuquerque Police Department (Department) and the judicial system.

1-31-2 _____ Policy

It is the policy of the ~~Albuquerque Police Department (Department)~~ to facilitate proper communication and information exchange between the Department and the judicial system.

N/A 1-31-3 _____ Definitions

~~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. None~~



1-31-4 ~~Rules and Responsibilities~~ or Rules and Responsibilities
~~Procedures~~

A. The Court Services Unit: shall:

1. ~~Represents~~ the Department throughout the judicial system; and
2. ~~Provides~~ assistance ~~as necessary~~ to the public, the Department, and members of the judicial system, as necessary.

B. The Court Services Unit Supervisor shall:

~~A.;~~
~~Att~~ Court Services Supervisor ~~shall~~ attend meetings at any of the judicial branches upon request; and

1.

~~B. The Court Services Unit Provides~~ assistance as necessary to the public, the Department, and members of the judicial system.

1. ~~The supervisor shall~~ Monitor complaints, questions, and concerns.
2. ~~Staff shall~~ assist the public community members and members of the judicial system according to Standard Operating Procedures.

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

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

C. Court Services Unit personnel shall:

~~C. Co~~ Coordinate court appearances for Department personnel;

1. ;

~~2.~~ Utilize the Court Services Information System (CSIS);

~~Notify all of the judicial s~~ystem of officer's Department personnel vacation, leave, and training;

~~P~~ Court Services Unit shall process requests for leave from court submitted through SharePoint, consistent with SOP ~~2-76~~ Court, including ;



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~~Notifying all of the judicial systems of Department personnel's vacation, leave, and training;~~

~~3.~~

~~2.4. Monitor officer's Department personnel duty assignments throughout the Department; and~~

~~3.5. Utilize the CSIS to complete Court Dockets, including; and~~

~~a. Staff shall utilize the CSIS to complete this docket;~~

~~b.a. Posting Staff shall post the Seven (7) Day docket on SharePoint the seven (7) Day docket with-in seven (7) days of the current date; and~~

~~Staff shall post Posting on the Final (Next Day) docket on SharePoint the Final (Next Day) docket with-in twenty-four (24) hours of the current date.~~

~~b.~~

~~4. Misdemeanor Pre-trial Interviews (PTI)~~

~~a.6. Court Services Unit personnel Staff shall schedule Misdemeanor (pre-trial interview) (PTI) requests from defense attorneys;~~

~~b. Staff shall maintain logs regarding:~~

~~i. Officer Department personnel attendance~~

~~ii. Attorney attendance~~

~~iii. Status of completion of PTI~~

~~d.7. R Court Service personnel Unit shall R receive and distribute criminal subpoenas for Department personnel from judicial entities, including;~~

~~1. Emailing Staff shall email Department personnel copies of the subpoenas; and~~

~~a.~~

~~b. Court Services Staff Unit personnel shall accept subpoenae that are more than two (2) business days prior over thirty six (36) business hours to from the hearing/trial date time.~~

~~2.~~

~~e. Re Citations~~

~~Court Services personnel shall review the following citations prior to submission to the appropriate courts:~~

~~8.~~

~~a. Traffic Citations (Printed/handwritten); and~~

~~a.~~

~~b. Drinking While Intoxicated (DWI) Citations (Printed/handwritten)~~

~~e.b. Misdemeanor Citations (Printed/handwritten); and~~



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i. If citations are not correctly completed, Court Services Unit personnel staff shall return the citation to the issuing officer Department personnel to be corrected and resubmitted.

~~When issuing criminal summons, sworn personnel shall provide the Court Services Unit with an original criminal summons and Two (2) copies. For criminal summons Court Services personnel shall receive an original criminal summons and two (2) copies from sworn personnel;~~

9. The Court Service Unit personnel shall Check the criminal summons documents for:

- a. Charges;
- b. Department personnel's signature;
- c. Supervisor's signature;
- d. Defendant's information; and
- e. Whether it is listed as summons.

10. Court Service Unit personnel shall Log all criminal summons received from sworn personnel and sent to the Bernalillo County Metropolitan Court;

11. The Court Services Unit personnel shall Submit the criminal summons to the Bernalillo County Metropolitan Court;

a. When issuing criminal summons, sworn personnel shall provide the Court Services Unit with an original criminal summons and two (2) copies.

~~and~~

12. When filing a missed court notice Court Services Unit personnel shall:

- a. Report all missed court notices to the Court Services Unit Supervisor.
 - i. The Court Services Unit Supervisor shall provide copies of the missed court notices to Operations Review to be entered into BlueTeam.

13. When filing m Misdemeanor DWI and d Domestic Violence d Discovery Court Services Unit personnel shall:

- a. Gather and submit the following information and documents to the District Attorney's (DA)'s Office;
 - i. Breath Card;
 - ii. Form Tow-In Report;
 - iii. State of New Mexico Uniform Crash Report (if applicable); and
 - iv. Video from o On-body r Recording d Devices (OBRD).



D. The Court Services Unit Specialist shall:

~~F. Officer Prosecution Cases~~

1. ~~The Court Services Unit Specialists shall prepare case files for officers Department personnel;~~
2. ~~When possible, shall provide C case f Files shall be provided when possible to the officer within three (3) ten (10) days or more prior to the of the court date as follows:~~
 - a. ~~Ensure that c Case files shall include all paperwork needed for prosecution; i Case files can including, e but is not limited to:~~
 - i. ~~Reports;~~
 - ii. ~~Criminal complaints;~~
 - iii. ~~Citations;~~
 - iv. ~~Statements;~~
 - v. ~~Discovery; and~~
 - vi. ~~Entry of Appearance.~~
 - b. ~~Provide d Discovery shall be provided to the defendant and or defense attorney; y; and a.~~
 - c. ~~Deliver a All paperwork that requires a certified hardcopy shall be delivered to the Bernalillo County Metropolitan (Metro) Court Officer's Gun Locker Room. Department personnel may return the hard copies to the Court Services Unit after the hearing for any necessary updates.~~
 - i. ~~Sworn personnel who chose to retain hard copies are responsible for the file.~~

~~1. Department personnel may return the hard copies to the Court Services Unit after the hearing for any necessary updates;~~

~~C.~~

- ~~a. Sworn personnel who chose to retain the hard copies they are responsible for the file.~~
2. ~~These files shall include discovery.~~
- ~~a. Discovery shall also be provided to the defendant and/or defense attorney.~~
3. ~~Pr The Court Services Specialist shall provide discovery to the Cases that are taken over by the District Attorney's (DA)'s Office shall be given all discovery on all o Officer p Prosecution c Cases that are handled taken over by their office; and=~~
- ~~Officer Department personnel shall may return hard copies files to staff the Court Services Unit after the hearing for any necessary updates.~~
- ~~Sworn personnel who chose to retain the hard copies they are responsible for the file.~~



3.

~~4. Re The Staff Court Services Specialist shawill research and update case files, as needed.~~

~~When issuing criminal summons, sworn personnel shall provide the Court Services Unit with an original criminal summons and two (2) copies. Department personnel may return the hard copies to the Court Services Unit after the hearing for any necessary updates.~~

~~Sworn personnel who chose to retain the hard copies they are responsible for the file.~~

~~G. Criminal Summons~~

~~1. Court Services Unit personnel Staff shawill receive an original criminal summons and two (2) hree copies from sworn personnel. officers.~~

~~2. Court Services Unit personnel Staff shawill check the documents for:~~

- ~~a. Charges;~~
- ~~b. Officer's Department personnel signature;~~
- ~~c. Supervisor's signature;~~
- ~~d. Defendant's information; and~~
- ~~— Listed as summons.~~

~~e. Court Service Unit personnel shall log all summons received from sworn personnel and sent to the Metro Court.~~

~~3. The Court Services Unit personnel shall submit The the copies of the criminal summons summons shawill be distributed to the Metropolitan Court.~~

~~H. Missed Court Notices~~

~~— Court Services Unit personnel shall report all missed court notices to the Court Services Supervisor.~~

~~1. Notification to CSU of missed court can be provided by:~~

- ~~a. Court Services Specialists;~~
- ~~b. District Attorney's Office;~~
- ~~c. Implied Consent Motor Vehicle Department (MVD); and~~
- ~~d. Pretrial Coordinator.~~

~~2. Staff shawill enter the missed court notices into an access database for tracking purposes.~~

~~3. Court Services Supervisor shawill provide copies of the missed court notices to Operations Review to be entered into BlueTeam.~~

~~I. Misdemeanor DWI and Domestic Violence Discovery~~



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~~CSU Court Services personnel Unit shall gather and submit the following documents to the District Attorney's Office:~~

~~1.~~

- ~~a. Uniform Incident Offense/Incident Report;~~
- ~~b. Breath Card;~~
- ~~c. Tow in;~~
- ~~d. 911 CADs;~~
- ~~e. Access to evidence pertaining to the incident; and~~
- ~~Accident Uniform Crash Report (if applicable); and~~
- ~~f. On-Body Recording Devices (OBRD).~~

~~Discovery shall be provided to the District Attorney's Office by electronic communication and/or hand delivered.~~

~~2.~~

REVIEW