



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE SUPPORT BUREAU ORDERS

SOP 8-14

Effective: 01/14/16 Review Due: 01/14/17 Replaces: 05/20/15

## 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