



1-31 COURT SERVICES UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[2-76 Court \(Formerly 2-01\)](#)

[2-80 Arrests, Arrest Warrants, and Booking Procedures \(Formerly 2-14\)](#)

B. Form(s)

Entry of Appearance
Failure to Appear Notices
Notice of Trial
Tow-In Report

C. Other Resource(s)

Court Service Information System (CSIS)
Intoxilyzer Breath Alcohol Test Card

D. Rescinded Special Order(s)

None

1-31-1 Purpose

The purpose of this policy is to outline the rules and responsibilities of the Court Services Unit.

1-31-2 Policy

It is the policy of the Department to facilitate proper communication and information exchange by promoting a collaborative working relationship between the Albuquerque Police Department (Department) and the judicial and administrative system entities.

N/A

1-31-3 Definitions

A. Judicial and Administrative System Entities

The Bernalillo County Metropolitan Court, Second Judicial District Court, United States District Court (Federal Court), Motor Vehicle Division (MVD), Office of the Attorney General (AG), Office of the District Attorney (DA), Law Office of the Public Defender, and private attorneys.

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1-31-4 Rules and Responsibilities



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SOP 1-31 (Formerly 2-06 and 8-14)

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A. The Court Services Unit:

1. Provides case preparation and evidence sharing from the Department to the judicial system and administrative system entities; and
2. Assists the public, Department personnel, and judicial and administrative system entities with case preparation, questions regarding open cases and verification of cases on the court docket.

B. The Court Services Unit Supervisor shall:

1. Upon request, attend meetings about updates or any issues that may arise with any of the judicial and administrative system entities;
2. Review and respond to complaints, questions, and concerns from Department personnel about issued regarding cases or court hearings;
3. Review all Failure to Appear Notices received from judicial and administrative entities for potential policy violations as outlined SOP Court (refer to SOP Court for sanction classifications and additional duties); and
4. Create an entry in the Internal Affairs database web application if there is no valid reason for the employee's failure to appear for a court hearing as outlined in SOP Court (refer to SOP Court for sanction classifications and additional duties).

N/A

N/A

C. Court Services Unit personnel shall:

1. Coordinate court appearances for Department personnel;
2. Process a Department employee's leave request from court hearings and submit the request through SharePoint as outlined in SOP Court (refer to SOP Court for sanction classifications and additional duties);
 - a. Court Services Unit personnel shall notify the judicial and administrative systems entities of the employee's vacation, leave, and training.
3. Monitor a Department employee's duty assignments throughout the Department;
4. Use the Court Service Information System (CSIS) to:
 - a. Complete court dockets;
 - a. Post the seven (7) day court docket on SharePoint within seven (7) days of the current date; and
 - b. Post the final (next day) court docket on SharePoint within twenty-four (24) hours of the current date.

N/A



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N/A

5. Schedule misdemeanor pre-trial interview (PTI) requests from defense attorneys with Department personnel for cases that were filed before March 24th, 2022;
 - a. For cases filed after March 24th, 2022, the subpoena for PTI must be signed by a Bernalillo County Metropolitan Court judge.
6. Accept service of and distribute subpoenas requesting testimony at criminal and MVD proceedings to Department personnel, including:
 - a. Accepting subpoenas that are more than two (2) business days before the hearing/trial date; and
 - b. Emailing Department personnel copies of the subpoenas.
7. Review the following citations before submitting them to the appropriate courts:
 - a. Printed or handwritten State of New Mexico Uniform Traffic Citations; and
 - b. Printed or handwritten misdemeanor citations.
 - i. If the issuing employee did not correctly complete the citation, Court Services Unit personnel shall return the citation to the issuing employee to be corrected and resubmitted.
8. Review criminal summons documents to assure:
 - a. The charges are listed correctly;
 - b. Sworn personnel have signed the criminal summons;
 - c. A supervisor has signed the criminal summons;
 - d. The defendant's information is listed and correct; and
 - e. Whether the document is listed as a criminal summons.
9. Complete the criminal summons log for all criminal summonses that were received from sworn personnel and sent to the Bernalillo County Metropolitan Court;
10. Submit the criminal summonses to the Bernalillo County Metropolitan Court; and
 - a. Sworn personnel shall issue criminal summons consistent with SOP Arrests, Arrest Warrants, and Booking Procedures (refer to SOP Arrests, Arrest Warrants, and Booking Procedures for sanction classification and additional duties).
11. Gather and submit the following information and documents to the DA's Office for discovery requests on misdemeanor crimes, such as driving while under the influence (DWI) and domestic violence:
 - a. An Intoxilyzer Breath Alcohol Test Card;
 - b. A Tow-In Report;
 - c. The State of New Mexico Uniform Crash Report (if applicable); and
 - d. Any video footage from on-body recording devices (OBRD).

N/A



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D. The Court Services Unit Specialist shall:

1. Prepare case files for Department personnel by ensuring that the case files include all paperwork needed for prosecution, including, but not limited to:
 - a. Any related Uniform Incident Report or Supplemental Reports;
 - b. State of New Mexico Criminal Complaints and/or criminal summons;
 - c. Related citations;
 - d. Witness/victim statements;
 - e. Entry of Appearance forms;
 - f. OBRD videos; and
 - g. Any physical evidence.
2. When possible, provide case files to Department personnel three (3) or more business days before the court date as follows:
 - a. Provide discovery to the defendant and/or defense attorney; and
 - b. Deliver all paperwork that requires a certified hardcopy to the officer's gun locker room in the Bernalillo County Metropolitan Court.
 - i. Department personnel shall return the paperwork from the case files to the officer's gun locker room in the Bernalillo County Metropolitan Court or the Court Services Unit after the court hearing.
3. Provide discovery to the Law Office of the Public Defender and the DA's Office for all officer prosecution cases; and
 - a. If an attorney is not listed on the Notice of Trial for traffic (TR) cases, the case shall not be processed by Court Services Unit personnel.
 - i. Exceptions to this are as follows:
 1. Suspended or revoked government-issued driver's license;
 2. Careless or reckless driving;
 3. Traffic crashes; and
 4. Parking (PR) citation cases if an attorney is listed.
4. Research and update case files as needed.



1-31 COURT SERVICES UNIT

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

A. Related SOP(s)

[2-76 Court \(Formerly 2-01\)](#)

[2-80 Arrests, Arrest Warrants, and Booking Procedures \(Formerly 2-14\)](#)

~~[3-41 Complaints Involving Department Policy or Personnel \(Formerly 3-22 and 3-43\)](#)~~

B. Form(s)

~~[Breath Card](#)~~

~~[Discovery Coversheet](#)~~

~~[Entry of Appearance](#)~~

[Failure to Appear Notices](#)

[Notice of Trial](#)

~~[State of New Mexico Uniform Crash Report](#)~~

[Tow-In Report](#)

~~[State of New Mexico Uniform Crash Report](#)~~

~~[Motion for Continuance](#)~~

~~[Notice of Dismissal](#)~~

~~[Notice of Trial](#)~~

~~[PD 4201 Request for Forensic Service](#)~~

C. Other Resource(s)

~~[BlueTeam](#)~~

[Court Service Information System \(CSIS\)](#)

~~[Intoxilyzer Breath Alcohol Test Card Bernalillo County Metropolitan Court Officer](#)~~

~~[Check In](#)~~

~~[Odyssey](#)~~

~~[Sharepoint](#)~~

D. Rescinded Special Order(s)

None

1-31-1 Purpose

The purpose of this policy is to [outline the rules and responsibilities of the Court Services Unit](#), ~~promote a collaborative working relationship between the Albuquerque Police Department (Department) and the judicial system.~~



1-31-2 Policy

It is the policy of the Department to facilitate proper communication and information exchange by promoting a collaborative working relationship between the Albuquerque Police Department (Department) and the judicial and administrative system entities.

N/A 1-31-3 Definitions

A. Judicial and Administrative System Entities ~~is~~

~~Consists of~~ The Bernalillo County Metropolitan Court, Second Judicial District Court, United States District Court (Federal Court), Motor Vehicle Division (MVD), Office of the Attorney General's (AG) Office, Office of the District Attorney's (DA) Office, Law Office of the Public Defender's Office, and private attorneys.

7 1-31-4 Rules and Responsibilities

A. The Court Services Unit ~~shall~~:

1. Provide ~~se~~ case preparation and evidence sharing ~~from~~ the Department to the judicial system entities throughout judicial and administrative system entities; ~~process~~; and
2. ~~Provide assistance to~~ Assist ~~the~~ the public, the Department personnel, and judicial and administrative system entities with (fill in the blank) case preparation, questions regarding open cases and verification of cases on the court docket. ~~as necessary.~~

B. The Court Services Unit Supervisor shall:

1. Upon request, attend meetings about (placeholder) updates or any issues that may arise with at any of the judicial and administrative system entities upon request; and
2. Monitor Review and respond to complaints, questions, and concerns from Department personnel about issued regarding cases or court hearings; (fill in the blank); and

~~initiate an Internal Affairs Request (IAR) for potential policy violations consistent with Standard Operating Procedures (SOP) Complaints involving Department Policy or Personnel (refer to SOP Complaints involving Department Policy of Personnel); and, initiate an Internal Affairs Request (IAR) for potential policy violations.~~

3. Review all Failure to Appear Notices received from judicial and administrative entities for potential policy violations consistent with as outlined SOP Court (refer to SOP Court for sanction classifications and additional duties); and



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N/A

~~4. Create an entry in the Internal Affairs data-base web application if there is is not a no valid reason for Department personnel's the employee's the Failure to appear for a court hearing as outlined in SOP Court (refer to SOP Court for sanction classifications and additional duties).³~~

~~a.~~

C. Court Services Unit personnel shall:

1. Coordinate court appearances for Department personnel;

N/A

~~2. Process a Department employee's personnel's requests for leave requests from court hearings and submit the requested through the (location) SharePoint as outlined in, consistent with SOP Court (refer to SOP Court for sanction classifications and additional duties).³~~

~~2.a. Court Services Unit personnel shall This Processing leave requests, including notifying the judicial and administrative systems entities of the Department personnel's employee's vacation, leave, and training.³~~

3. Monitor a Department personnel's employees's duty assignments throughout the Department;

~~4. Utilize-Use the Court Service Information System (CSIS) to:~~

~~4. Complete cCourt dDockets, including:~~

~~a.~~

- ~~a. Posting the sSeven (7) -dDay cCourt dDocket on SharePoint within seven (7) days of the current date; and~~
- ~~b. Posting the fFinal (next day) cCourt dDocket on SharePoint within twenty-four (24) hours of the current date.~~

~~5. Schedule misdemeanor pre-trial interview (PTI) requests from defense attorneys with Department personnel from defense attorneys for cases that were filed prior to before March 24th, 2022.³~~

N/A

~~5.a. For cases filed after March 24th, 2022, the subpoena for PTI must be signed by a Bernalillo County Metropolitan Court judge.³~~

6. Accept service of and distribute subpoenas for requesting testimony at criminal and MVD proceedings to Department personnel, ~~this including~~ing:

~~a. Emailing Department personnel copies of the subpoenas; and~~

~~a. Accepting subpoenas that are more than two (2) business days prior to before the hearing/trial date; and~~

~~Emailing Department personnel copies of the subpoenas; and~~

~~b. ³~~



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- 7. Review the following citations, ~~prior to~~ before submitting them ~~to the~~ appropriate courts:
 - a. Printed or handwritten State of New Mexico Uniform Traffic Citations; ~~(printed/handwritten); and~~
 - b. Printed or handwritten Misdemeanor citations; ~~(printed/handwritten).~~
 - i. If the issuing employee did not correctly complete the citations ~~are not correctly completed~~, Court Services Unit personnel shall return the citation to the issuing ~~Department personnel~~ employee to be corrected and resubmitted.

- 8. ~~Check~~ Review the ~~c~~ Criminal ~~s~~ Summons documents to assure ~~ensure~~ the following for:
 - a. The Correct Charges are listed correctly;
 - b. DePARTMENT Sworn personnel have's signed the cCriminal sSummons nature;
 - c. A Supervisor has's signature signed the cCriminal sSummons;
 - d. The defendant's information is listed and correct; and
 - e. Whether the document ~~#~~ is listed as a cCriminal sSummons.

9. Complete the ~~internal~~ Criminal Summons log for all cCriminal sSummons es that were received from sworn personnel and sent to the Bernalillo County Metropolitan Court;

10. Submit the cCriminal sSummons to the Bernalillo County Metropolitan Court; and

N/A

- a. Sworn personnel shall ~~When issuing a c~~ Criminal sSummons consistent with SOP Arrests, Arrest Warrants, and Booking Procedures (refer to SOP Arrests, Arrest Warrants, and Booking Procedures for sanction classification and additional duties), ~~sworn personnel shall provide the Court Services Unit with the original of the criminal summons and two (2) copies.~~

~~11. When the Court Services Unit receives missed court notices:~~

~~Report all missed court notices that are received by the Unit to the Court Services Unit Supervisor; and~~

~~a. d~~

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

~~11.~~ 11. Gather and submit the following information and documents to the DA's Office ~~f~~ For discovery requests for on misdemeanors crimes, for such as driving while under the influence (DWI) and domestic violence:

- a. An Intoxilyzer Breath Alcohol Test Card ~~Gather and submit the following information and documents to the District Attorney's (DA) Office;~~

~~i.a. Breath Card;~~



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- ~~ii~~. A Tow-In Report;
- ~~iii~~. The State of New Mexico Uniform Crash Report (if applicable); and
- ~~iv~~. Any ~~v~~video footage from on-body recording devices (OBRD).

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D. The Court Services Unit Specialist shall:

1. Prepare case files for Department personnel by ensuring that the case files include all paperwork needed for prosecution, including, but not limited to:

~~a. The Any related Department Uniform Incident police Ensuring that case files include all paperwork needed for prosecution including, but not limited to:~~

- ~~i~~. RR report or Supplemental Reports;
- ~~ii~~. State of New Mexico Criminal C complaints and/or ec Criminal s Summons;
- ~~iii~~. Related Citations;
- ~~iv~~. Witness/vVictim S statements;
- ~~v~~. Discovery; and
- e. Entry of Appearance forms;
- f. On body rRecording dDevice (OBRD) videos; and
- ~~vi~~. Any P physical evidence.

2. When possible, provide case files to ~~sworn~~ Department personnel three (3) or more business days or more days prior to before the court date ~~or more~~ as follows:

- a. Provide discovery to the defendant and/or defense attorney; and
- b. Deliver all paperwork that requires a certified hardcopy to the oOfficer's gGun Locker rRoom in the Bernalillo County Metropolitan Court-Officer's Gun Locker RoomHouse.
 - i. Department personnel shall may return the hard copies paperwork from of the case files to the Metropolitan Court- oOfficer's gGun Locker rRoom, in the Bernalillo County Metropolitan Court- House or to the Court Services Unit after the court hearing for any necessary updates.
 - ~~ii. Sworn personnel who chose to retain hard copies are responsible for the file.~~

3. Provide discovery to the Law Office of the Public Defender's office and to the DA's Office for all officer prosecution cases; and=

- a. If an attorney is not listed on the Notice of Trial for traffic (TR) cases, the case shall will not be processed by Court Services Unit personnel.
 - i. Exceptions to this are as follows:
 - 1. ~~Suspension~~ Suspended or rRevoked gGovernment-issued driver's license;
 - 2. Careless or reckless driving;
 - 3. Traffic collision crashes; and
 - Parking (PR) citation cases if an attorney is listed.



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~~3. Provide discovery to the DA's Office on for all officer prosecution cases that are taken over by their office takes prosecution responsibility for; and~~

~~4.~~

4. Research and update case files, as needed.

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