

2.425 RECEIVING AND PROCESSING COURT DOCUMENTS

2.425.02 Receiving Court Documents

- A. All court dockets and summonses that set, postpone, or reschedule court dates, or update the status or disposition of court cases, etc. that are received either in person or via mail will be promptly submitted to Central Records.
 - 1. Hand carried or personally delivered subpoenas will only be accepted by Central Records staff during normal business hours.
 - 2. Documents not related to official agency business, such as personal civil matters, will not be accepted by employees on behalf of other departmental employees.
- B. The Central Records supervisor will ensure every business day that:
 - 1. All newly received documents are date-stamped and photocopied as necessary;
 - 2. Related information is entered into **O:\Summons Log** spreadsheet;
 - 3. Copies are filed in Central Records by month received and retained for 12 months;
 - 4. The one page of the **Summons Log** that contains documents received on that day is printed;
 - 5. The court document binder in the patrol squad room is updated with the new documents filed according to employees' assignments and the new **Summons Log** page; and
 - 6. Any fully completed **Summons Log** pages are removed from the binder and retained for 12 months.

2.425.04 Distributing Court Documents

- A. Any patrol supervisor who is responsible for conducting a patrol roll call (shift briefing) **must**:
 - 1. Open the court document binder to determine if there are any undelivered documents for off-going or on-coming officers;
 - 2. Ensure the documents are delivered and signed for before off-going officers go off duty or on-coming officers leave roll call for patrol duties; and
 - 3. For 0800 X 1600 and 1600 X 2400 shifts, notify and attempt to deliver documents to any other on-duty employees.
- B. Any employee may check the court document binder at any time to take and sign for their own documents.
- C. Officers will not take documents from the binder without initialing for the documents and entering dates when the documents were received by officers.

2.425.06 Reporting Requirements

- A. Primary officers in all criminal, civil, and must appear motor vehicle cases are responsible for writing supplement reports that describe court related outcomes and dispositions
- B. Documents that are sent to the agency are often the only way primary officers learn about case dispositions. Officers who receive these case dispositions will write corresponding supplement reports unless they have already written supplements based on their own in-court observations.
- C. See also **SOP REC 01.06.20 Court Dispositions**.

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