

12.816 ON-CALL COURT APPEARANCE

References:

Procedure 12.815 - Court Appearances, Other Hearings, and Correspondence to Other City Departments

Procedure 12.820 - Compensation for Court Attendance and Hearings

Policy:

This procedure affects officers whose shifts begin between 0600 and 0900 hours and who are scheduled to appear in Juvenile Court or Municipal Court, except Room A and Room B. Officers will not respond to court until notified by Court Control Unit. This procedure does not apply to first shift officers on regularly scheduled off days, vacation days, or compensatory off days.

This procedure in no way limits the Department's ability to bypass the on-call system. An officer may be present in court if a supervisor determines the Department would benefit by the officer monitoring a particular case.

Procedure:

A. Court Notices

1. Officers, whose shifts begin between 0600 and 0900 hours, receiving a court notify for Juvenile Court or Municipal Court will notify their supervisor immediately.
2. The officer will complete a Form 663, On-Call Court Appearance, when scheduled to appear in Juvenile Court or Municipal Court.
 - a. Obtain the signature of a supervisor and make a copy of the Form 663.
 - b. Fax and mail the Form 663 to the Court Control Unit office.
 - 1) Return the copy of the Form 663 along with the fax receipt to a supervisor who will file the form by date. Forms 663 will be kept for 60 days past the court date.
 - 2) Forms 663 must be hand carried to Court Control Unit when the case is the same day or next day.
 - c. The supervisor will mark the time book and lineup with an asterisk, showing the officer is on call for court.
 - 1) Advise the on-call officer that no time off will be granted until final disposition of the court case.
3. Court Control Unit personnel will:
 - a. Review the Form 663 for accuracy and completeness.

- b. Mark the daily court docket sheet noting the officer is on call and will not respond to the Court Control Unit office unless notified.
 - c. File the Form 663 in a tickler file by court date for later processing.
 - d. Deliver the Form 663 for each affected Municipal courtroom or Juvenile Court to the appropriate prosecutor before the start of court each day.
4. The prosecutor in each courtroom will:
- a. Affix each Form 663 received to the appropriate case document. The prosecutor will arrange the case to allow setting within 15 minutes from the start of court.
 - b. Determine if the case requires the officer's testimony.
 - 1) If the officer's presence in court is necessary, the judge will continue the case in progress and schedule it later on the day's docket.
 - a) The prosecutor will immediately notify the Court Control Unit office to have the officer respond.
5. The Court Control Unit office will contact Police Communications Section and request the on-call officer respond to court immediately.
6. The on-call officer will respond without delay to the Court Control Unit office.
- a. The on-call officer should respond to court in less than 30 minutes.
 - 1) A supervisor must be notified if the officer will be delayed for more than 30 minutes. The supervisor will notify the Court Control Unit office supervisor that the officer is responding and advise the approximate length of delay.
 - b. The officer will respond to the assigned Municipal courtroom or Juvenile Court and notify the prosecutor upon arrival.
 - c. Upon completion of the court case, the officer will check out through the Court Control Unit.