

court overtime.

Ensuring that when issuing a routine traffic citation, only one deputy's name appears on the citation.

NOTE: When making notifications to, or communicating with, the court liaison officer, the preferred methods are E-mail, phone call, memorandum or personal contact. Do not rely on voice mail without follow up, and do not write messages on, or attach them to, overtime slips unless the message pertains to that overtime slip.

COURT APPEARANCES

Personnel who receive a "Must Appear" subpoena, must appear at the designated time and place, adequately prepared to testify, unless excused by the handling Deputy District Attorney personally, or via a member of the Court Liaison staff.

All subpoenas shall be considered MUST APPEAR unless specific instructions are given for ON-CALL status. If there is ever any doubt, it shall be treated as a MUST APPEAR.

Personnel who are unable to comply with a subpoena because of an illness or personal emergency shall:

- A. Notify the assigned Deputy District Attorney prior to the time the case is called. This notification is the personal responsibility of the person subpoenaed, not that of the Court Liaison Officer.
- B. Notify the Court Liaison Officer, providing the name of the deputy district attorney notified, as well as the case name and number.

If personnel are unable to comply with either of the above they shall communicate the required information to the on-duty watch commander, who will take the necessary steps to ensure these notifications are made.

Scheduled court appearances shall always be given priority over training, RDO's, or other scheduled time off.

NOTE: Although a scheduled vacation technically cannot supersede a subpoena, the courts are generally very flexible with law enforcement, provided that they have been given sufficient notice of vacation dates.

Whenever personnel receive multiple subpoenas for the same date with conflicting appearance times they shall notify the CLO and the appropriate Deputy District Attorney(s) regarding their priority of appearance(s), and they shall be guided by the following:

- Federal Court shall have priority over State Court.
- Juvenile cases shall have priority over adult cases.
- Felony cases shall have priority over misdemeanor cases.

- [illegible]

Court Appearances While Assigned to Field Duty Frequently our responsibilities in the field and our obligation to appear in court are competing for the same time slot. Similarly, the desk's need to effectively manage field resources often conflicts with a field deputy's responsibility for being in court. However, by observing the following simple procedures, both field and desk personnel can fulfill their responsibilities with minimal disruptions to operations. When a deputy has a court appearance on a particular day he shall, at the beginning of his/her shift, give the desk advance notice by means of an MDT message (e.g. "FYI, I have court in Pasadena at 0830") and by memo to the CLO. Then, when ready to leave his/her area to go to court, the deputy shall enter an "obs" in the MDT to reflect the court appearance. The deputy shall use 924C as the appropriate radio code, not 10-7.

Any time an on-duty deputy is delayed or prevented from attending court because of field conditions, the watch commander or the CLO shall personally notify the deputy district attorney handling the case and explain why the deputy cannot be in court. This shall then be documented in the Watch Commander's Summary Report.

Personnel receiving an on-call subpoena, or who have been placed on call, shall:

- All requests for a change from must appear to on-call status shall be made by the person subpoenaed (NOT THE CLO) directly to whomever issued the subpoena; usually the district attorney's office. If granted on-call status, the following information shall be provided to the CLO prior to 1600 hours on the last court day prior to the specified appearance date:

- Name of Deputy D.A. granting on-call status.
- Case information
- ETA to court (must be one hour or less).
- Telephone number where on-call personnel can be reached. Personnel desiring to use pagers or answering machines may do so, provided that they re-contact the CLO within fifteen minutes of a page or answering machine message to confirm receipt of the message. Remember, when on-call, personnel are REQUIRED to be available by phone. This means that it is up to those on-call to keep their line clear and make sure that their equipment works.

BOTTOM LINE: It is the responsibility of the person on-call to make sure that the CLO can reach them while they are on-call.

REMINDER: Requests for on-call compensation may not be considered for any personnel not on the On-Call Control Log. Therefore, it is important that the CLO be promptly advised of any status changes.

When no longer on-call, personnel will be so advised by the CLO. Should any personnel be advised by any other source, they shall immediately relay this information to the CLO.

Exception: Deputies having worked the previous EM, or PM overlap shift, who wish not to be contacted unless needed for court, must leave a memo for the CLO requesting same. However, deputies who avail themselves of this option must still contact the CLO prior to 1600 hours to obtain case disposition information.

COURT OVERTIME PAY

MUST APPEAR

For each court appearance resulting from a subpoena, all personnel from the rank of Deputy through Lieutenant are eligible for a minimum of three hours overtime, which ***includes*** compensation for all travel, and evidence pick up. Additionally, overtime shall be granted for all time actually spent in court that exceeds two (2) hours. No additional overtime shall be granted for subpoenas that overlap or coincide in reporting times, nor for court appearances that occur as an extension of regular duty time.

Upon arrival at court and upon leaving, personnel shall legibly time-stamp their subpoena in the court clerk's office or the Court Services office. Because each of our local courts has at least two time stamps, signatures by the Deputy District Attorney or other official will not be accepted. Only a time stamp "IN" and a time stamp "OUT" will be accepted to verify court appearance times. A single time stamp will only qualify you for "minimum" overtime. If, for any reason, there is no time stamp available at a particular location, attach a note explaining same to any overtime slip submitted.

ON-CALL

