

## 99-05 COURT LIAISON PLAN



# TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 99-05

Subject: COURT LIAISON PLAN

Effective Date:	09/01/2008	Last Date Revised:	08/25/2014
Last Date Reviewed:	04/09/2020	Next Review Date:	04/09/2021

### PURPOSE

The purpose of this Unit Order is to establish subpoena control procedures and the management of court overtime.

### GUIDELINES

On January 25, 2010, the eSubpoena system was established by the District Attorney's Office and implemented Department-wide. However, the eSubpoena system does not address subpoenas issued by the Public Defender's Office and other judicial agencies, which are served via personal service. All personally served subpoenas shall be routed through TRAP headquarters and entered into the **Subpoena Control Book** by the Operation Sergeant. The information shall be entered on the page reflecting the date the investigator is required to appear in court and shall include the following:

- Investigators' name(s)
- Court of appearance
- Defendants' name(s)
- Time of appearance
- Court case number
- Whether mandatory appearance is required or "on-call."
- The date the subpoena was received and the initials of the person entering the information

After the subpoena information is entered into the book, the subpoena shall be placed in the mailbox in which the investigator is assigned. Team supervisors shall be mindful of TRAP's goal in keeping court overtime to a minimum by adjusting schedules whenever possible. Team supervisors shall monitor court proceedings to ensure compliance with TRAP policy.

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MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

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