

## 3-05-041 Court Liaison Officer



### PURPOSE OF ORDER:

The purpose of this order is to ensure unit compliance with the Department Manual of Policy and Procedures (MPP) when responding to witness subpoenas for court testimony and to outline responsibilities for the Court Liaison Officer (CLO).

### SCOPE OF ORDER:

This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ), specifically those assigned as the CLO.

### ORDER:

The CLO works in the Legal Unit and shall be designated by the Legal Unit sergeant. The CLO shall have the following responsibilities:

The CLO shall be the coordinator between the individual courts and MCJ personnel who receive a court subpoena. The CLO must be available between the hours of 0800 hours and 1630 hours daily, Monday through Friday, excluding holidays.

All contacts with the court should be handled through the District Attorney's Office. The District Attorney's

witness coordinator will provide necessary information for superior courts. For municipal courts, the CLO will contact the District Attorney's Office located at each local court to establish a contact person for the coordination of court subpoenas.

Upon notification by the District Attorney's Office of the need for court appearance by subpoenaed personnel, or of any continuances in the dates set for their appearance, each CLO shall immediately instruct the concerned deputy or officer of the subpoena or inform them of a continuance date.

In the event a deputy/officer is subpoenaed, but is no longer assigned at MCJ, the CLO shall inform the District Attorney's CLO of the transfer.

The CLO shall enter the above-listed information given to them by an on-call deputy on an On-Call Control Log Form (SH-R-371). This information shall be transmitted to the CLO no later than the day prior to the court appearance and on the Friday before a Monday appearance.

Prior to 1300 hours, all deputies or officers who have not been contacted regarding their "on-call" status must contact the CLO to ascertain if they are to remain on-call for the afternoon court session. They will be advised by the CLO as to the status of their case. If their case is still pending, the CLO will instruct the on-call deputy or officer to remain on-call until notified or until 1700 hours when all obligations are automatically terminated.

Throughout the day, the CLO will maintain liaison with the court and will notify the on-call deputy or officer if they are needed in court.

The CLO can be contacted in the Legal Office at [REDACTED TEXT].

**Revision Date 05/17/23**

**Revision Date 02/19/20**

**Revision Date 05/24/17**

**Revision Date 01/11/16**

**Revision Date 11/20/08**

---