

February 18, 2007

DEPARTMENT MEMORANDUM NO. 07-2

SUBJECT: Municipal Court Dates

AMMENDS: Procedural Instructions 03-9 entitled, "Arrest Guidelines" and 05-4 entitled, "Court Procedures."

A. All department members responsible for making court appearances should be aware of the following information:

1. All department members will be assigned only one court date each month.
2. Court dates for General Ordinance Summons (GOS) and Uniform Traffic Tickets (UTT) will be set between 28 and 75 days. **This does not apply to domestic violence cases.**
3. All members should complete the CTD T transaction to determine their available court dates. The proper transaction is; CTD T.Serial number of Arresting Officer.Serial number of Inquiring Member, i.e.CTD T.0000.1234.
4. Beginning March 1, 2007, members will attend court only on their regularly scheduled court dates. If a court date appears on the Officer Notification of Court Appearance, Form 5022 P.D., (green bar) and it is not the officer's regular court date the officer will not attend. A Continuance Request, Form 245 P.D., will be completed for any court case that is not scheduled for their regular court date. Members will write "not regular court date" on the Continuance Request, Form 245 P.D., as the reason for the continuance.

Exception: Members will attend court if the following cases appear on their Officer Notification of Court Appearance, Form 5022 P.D., even if these cases are not set on the officers regular court date:

- a. DUI cases
- b. City Appeals Court

- B. Members will attend court if they receive a Notification Roster for Municipal Court, Form 49 P.D.
- C. Members will attend court for cases in which they receive subpoenas or in which they can offer relevant testimony.
- D. Members will attend special court settings forwarded to them by the Court Liason Officer.

- E. Members will refer to the current Procedural Instructions entitled, "Arrest Guidelines" and "Court Procedures," for issues not addressed in this directive.

James D. Corwin
Chief of Police

Distribution: All Department Members
Post on all bulletin boards for two weeks.