

CHIEF OF DETECTIVES

NOTICE
8.2

March 28, 2018

TO: All Concerned Commanding Officers

FROM: Chief of Detectives

SUBJECT: MANDATORY SUBPOENA CONTROL OFFICER MEETING


It is requested that all Subpoena Control Officers (SCO), their immediate supervisors, and the SCO alternates attend the 2018 SCO Seminar presented by Detective Support and Vice Division (DSVD), Court on Call Unit. Attendance at the seminar is essential, as the Electronic Subpoena System has recently been revised and training on how to access and navigate within the new system will be provided. The DSVD court liaison units, the District Attorney's Office, the City Attorney's Office, and Legal Affairs Division will also provide instruction on a variety of other subpoena-related topics.

All Area/divisions that receive criminal, civil and other work-related hearing requests are strongly encouraged to attend. The 2018 SCO Seminar will be held on **Thursday, April 12, 2018, 0800 to 1200 hours**, at the Police Headquarters Facility, 100 W. 1st Street, COMPSTAT Room, Los Angeles, CA 90012.

Should you have any questions, please contact Lieutenant II Jose Martinez, Officer-in-Charge, Detective Services Section, DSVD, at (213) 486-0962.

APPROVED:


JUSTIN EISENBERG, Deputy Chief
Chief of Detectives


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