

OFFICE OF OPERATIONS



OPERATIONS ORDER NO. 8

April 14, 2006

SUBJECT: ON-CALL PROCEDURES FOR THE MISDEMEANOR TRIAL DRIVING UNDER THE INFLUENCE (DUI) COURTS AT THE METROPOLITAN BRANCH COURT - REVISED

PURPOSE: The Los Angeles Superior Court has implemented changes to the misdemeanor trial courts calendar and appearance procedures at the Metropolitan Branch Court (1945 South Hill Street), to eliminate any problems with contacting officers placed on-call by the Traffic Court Liaison Unit (TCLU) and the City Attorney's Office. Specifically, Division 61 is no longer used as the Driving Under the Influence (DUI) master calendar court at this location. This Order clarifies officers' responsibilities in regards to making appearances at the Metropolitan Branch misdemeanor trial courts.

This Order supercedes the Uniform Support Group Notice, dated July 19, 2001, *On-Call Procedures for Division 61 (DUI Court) at 1945 South Hill Street.*

PROCEDURE:

I. OFFICER'S RESPONSIBILITIES. An officer who has been subpoenaed for any misdemeanor trial court may be placed on-call by the TCLU check-in employee, if any of the following circumstances exist or occur:

- * The officer has no prior Failures-To-Appear (FTA) for this court location;
- * The officer is appearing or has been subpoenaed to appear in another court;
- * The officer is on family illness requiring personal attention of the officer and the officer can respond to court if needed;
- * The officer is in a pre-assigned training and available to respond to court;
- * The officer has a medical appointment, but can respond to court following the appointment; and,
- * The officer's end of watch is within eight hours of the scheduled court appearance and officer fatigue and safety is a concern.

An officer requesting to be placed on-call for any misdemeanor trial court shall be advised by the TCLU check-in employee of the following conditions and shall agree to accept all of the following conditions in order to be placed on-call:

- * The officer must be able to respond to court within one hour;
- * The officer shall provide a telephone number and must immediately respond to court when requested to do so by the City Attorney's Office or any TCLU employee;
- * The officer shall notify his or her Area/division Subpoena Control Officer (SCO) of the change in status from "Be There" to "On-Call" [MOU No. 24, Article 6.3 (A) (1)]; and,

Note: If the Area/division SCO is unavailable, the requesting officer shall notify their watch commander of the on-call status for the concerned case.

- * The officer shall call TCLU at (213) 485-4234, no later than 1200 hours, to determine the status of the case. However, if there is no case disposition or other instruction provided by TCLU, the officer shall appear in court at 1330 hours.

II. TRAFFIC COURT LIAISON UNIT, TRAFFIC COORDINATION SECTION, SPECIAL OPERATIONS SUPPORT DIVISION'S RESPONSIBILITIES.

Traffic Court Liaison Unit employees placing an employee on-call for any misdemeanor trial court shall:

- * Maintain a log of officers placed on-call, listing their contact information and the reason for their on-call request;
- * Provide the on-call contact information to the responsible Deputy City Attorney;
- * Ensure the City Attorney's Office has the officer's on-call contact information in case TCLU personnel are not available; and,
- * Complete an FTA notification letter on any officer who fails to respond to a court appearance request or fails to comply with the conditions of the on-call procedures.

Note: Traffic Court Liaison Unit personnel shall not place an officer on-call if the officer's name is listed on the TCLU FTA Master List.

III. TRAFFIC COURT LIAISON UNIT, OFFICER IN CHARGE

RESPONSIBILITIES. The TCLU, Officer in Charge shall:

- * Maintain a TCLU FTA Master List of officers with FTAs for the misdemeanor trial courts;

- * Monitor the revised on-call procedures to ensure compliance by Department personnel;
- * Ensure that the subpoenaed officer tracks and verifies the status of his or her case;
- * Ensure that the subpoenaed officer contacts the City Attorney's Office or the courtroom directly for a case disposition update if TCLU personnel are unavailable;
- * Ensure that the subpoenaed officer who is placed on-call by the court or the City Attorney, notifies TCLU personnel and their Area/division SCO of their on-call status immediately; and,
- * Ensure TCLU personnel send all afternoon dispositions for misdemeanor trial court cases via facsimile to the concerned Area/division SCO.

IV. AREA/DIVISION COMMANDING OFFICER'S RESPONSIBILITY. Each concerned commanding officer shall post this Order in a conspicuous place and make it available to their field and supervisory personnel.

Questions regarding this Order may be directed to the Officer in Charge, Traffic Court Liaison Unit, Traffic Coordination Section, Special Operations Support Division, at (213) 485-3175.

AUDIT RESPONSIBILITY: The Commanding Officer, Special Operations Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



GEORGE GASCON, Assistant Chief
Director, Office of Operations

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