

OFFICE OF OPERATIONS

NOTICE NO. 36

July 31, 1996

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: ESTABLISHMENT OF A COURT LIAISON OFFICER AT THE
CRIMINAL COURTS BUILDING

EFFECTIVE: Immediately

PURPOSE

This Notice informs Office of Operations personnel of the assignment of a Court Liaison Officer (CLO) to the Criminal Courts Building (CCB) located at 210 West Temple Street. The Notice also outlines check-in and check-out procedures for personnel responding to a subpoena at CCB.

INFORMATION

In an effort to realize an accurate accounting of court overtime and to track court appearances at CCB, a CLO will be assigned to a centralized check-in/out location in the CCB on all court days, Monday-Friday from 0800-1700 hours. Additionally, standardized check-in/out procedures for officers subpoenaed to CCB have been established.

PROCEDURE**On-Duty Court Appearances**

On-duty officers subpoenaed to appear in court at CCB shall, prior to appearing in the assigned court, immediately report to the Officer's Waiting Room, located on the third floor of CCB, Room No. 3-518 and check in with the CLO. The CLO shall ensure that the officers name, serial number and their arrival time are placed on the sign-in/out form. After checking-in, officers may either remain in the waiting room or report to the assigned court. At the conclusion of their court appearance, on-duty

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officers shall immediately report back to Room No. 3-518 and check-out with the CLO who will record the officer's check-out time on the sign-out sheet.

NOTE: Officers shall notify their Area Subpoena Control Officer regarding any remaining court obligations.

Off-Duty Court Appearances

Off-duty officers responding to a subpoena to appear at CCB shall report to and sign in with the CLO in the Officer's Waiting Room, No. 3-518. At that time, an Overtime Report (OT) Form 70-02.24.0 shall be initiated, and the officer's arrival time shall be recorded on the reverse side of the original (green copy) OT Report by the CLO. The OT Report shall remain with the CLO until off-duty officers conclude their court appearance. At the conclusion of the court appearance, off-duty officers shall immediately and without delay check-out with the CLO. The CLO shall then record the officer's ending court time on the reverse side of the original OT Report, sign and date the back and return the slip to the officer.

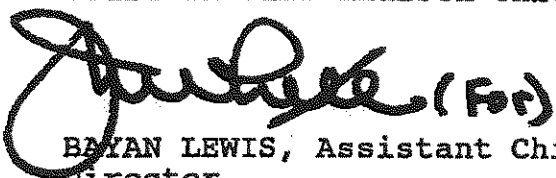
In accordance with existing policy, officers shall submit their completed OT slips to their concerned watch commander for approval during their next routine workday. Watch commanders shall be responsible for reviewing all OT Reports to ensure compliance with this Notice.

After Hour Sign-Out Procedures

After normal court hours, the CLO will drop off the sign-out sheet, and any remaining OT slips to the front desk of Detective Headquarters Division (DHD), 3rd Floor, Parker Center. In these instances, the concerned officer after being released from court, shall respond to DHD to retrieve their OT slip and/or sign out. A DHD supervisor shall be responsible for recording the officer's ending court time on the reverse side of the original OT Report, sign and date the back and return the slip to the officer.

The commanding officer, DHD shall ensure that all sign-in/out forms are retained in accordance with existing retention and storage procedures.

Questions regarding these procedures should be directed to the Court-on-Call Liaison Unit, DHD, at extension 5-4201.

 (For)

BRYAN LEWIS, Assistant Chief
Director
Office of Operations

DISTRIBUTION "A"