

COURT PROSECUTOR
DETECTIVE DIVISION

A. SUMMARY

The Court Prosecutor shall maintain the highest professional standards in relations with the Court, probation and parole officials, the Clerk Magistrate, and personnel attached to the District Attorney's office, and shall ensure that all members perform their duties in accordance with all department regulations, policies and procedures while in court.

B. GENERAL DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Court Prosecutor to:

1. Responsibility for the management and control of all assigned cases.
2. Attend Superior Court, six-man injury sessions and District Court at the prescribed dates and times.
3. Inspect and ensure the accuracy of all department prosecution matters assigned, prior to their submission to the court for disposition.
4. Prosecute all assigned cases in the spirit of the law with the interest of the public good.
5. Use all legal means of presenting evidence based upon the facts of individual cases.
6. Have adequate discretionary powers to make recommendations to the court concerning disposition, and keep the Commanding Officer of the Detective Division and other affected members advised regarding such dispositions.
7. Maintain adequate records of assigned cases to ensure that cases brought before the court are followed through each continuance until final disposition.
8. In cases of default, ensure that every effort is made to determine the address or whereabouts of any defendant who has neglected to appear in court in order that the defendant may be re-summoned or arrested, if warrants are issued, and held for court appearance.
9. Be present in court to assist officers in their preparations for testifying before the court and through appropriate training take necessary actions to enhance future court presentations.

10. Notify department personnel on cases requiring their attendance, assure personnel appear on time wearing uniform of the day and testify in an appropriate manner. Perform recording duties in relation to officers' court appearance.
11. Keep officers abreast of the status of cases. Inform evidence officer when case is deposited and evidence is no longer needed.
12. Monitor prosecution of all civil motor vehicle hearings and ensure departmental representation at hearings.
13. Complete compliance requests and conduct investigations as directed by the District Attorney's office.
14. Perform duties as assigned by the Chief of Police or Commanding Officer of the Detective Division.