

2.409 COURT SCHEDULING & LIAISON

2.409.05 Court Date Scheduling

- A. The Central Records supervisor is responsible for:
1. Facilitating the assignment and reporting of projected court dates to the Office of the Clerk of the Court, “the Clerk,” by:
 - a. Ensuring all officers and aides receive information on the requirements for submitting projected court dates;
 - b. Requesting supervisors submit projected court dates for their subordinates by announced target dates;
 - c. Conducting spot checks on selected court dates to ensure they are consistent with the Clerk’s instructions; and
 - d. Ensuring projected court dates are submitted to the Clerk by the required date;
 2. Ensuring copies of all court summonses, dockets, etc. received by the agency are retained for at least 12 months;
 3. Providing the court liaison with copies of all court summonses, dockets, etc.; and
 4. Ensuring court docket and summons information is entered into the **O:\Summons Log** file.
- B. Supervisors are responsible for ensuring projected court dates for their subordinates:
1. Are selected consistent with directions from the Clerk;
 2. Do not conflict with approved leave or the agency’s known no-leave or limited-leave dates, such as move-in, move-out, commencement, etc.; and
 3. Are accurately entered on or before established deadlines into the form or format established by the Central Records supervisor.
- C. Officers and aides will:
1. Select projected court dates consistent with directions from the Clerk and that do not conflict with approved leave or the agency’s known no-leave or limited-leave dates;
 2. Accurately enter them on or before established deadlines into the form or format established by the Central Records supervisor;
 3. Be available for court on projected courts dates and appear as summonsed or directed by the courts, unless other arrangements are made between the court liaison, the employee’s commander, and the courts.
- D. See also **1.506.24 Court and Hearing Appearances** and **1.630 Reporting for Duty**.

2.409.10 Court Liaison

- A. The Chief or designee will ensure an employee is selected to serve in a secondary capacity as the agency’s court liaison and at least one other employee as a backup court liaison.
- B. Duties of the court liaison include, but are not limited to:
1. Receiving copies of court summonses, dockets, etc. from Central Records and retaining them as reference source for three months;
 2. Ensuring evidence requested for court, hearings, etc. is available for pick-up by requesting officers or submitted to the Office of the State’s Attorney (OSA) as directed;
 3. Being in contact with the OSA as necessary or directed to ensure:
 - a. As much as practical, that only the employees who are required actually attend the proceedings;
 - b. Employees are notified when they are excused from court appearances and case disposition results; and
 - c. Employees are contacted to respond on immediate requests from the OSA;
 4. Observing and reporting on the courtroom conduct, demeanor, appearance, etc. of employees as directed by commanders; and

5. As directed by the Chief or designee, facilitate the notification of appropriate parties when employees with pending cases leave the agency to ensure the cases are resolved or disposed of in a manner that best meets the interests of the State.