


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u> Court Notifies and Court Time	<u>SOP Number</u> 3.2.401
Approval Signature 	
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Reviewed/Revised by	Pages 3
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Policy Name

- I. **Purpose:** To ensure that the officers are notified when they have court. To provide for accuracy in court time compensation.
- II. **Policy:** It is imperative that officers receive proper notification of upcoming court appearances. Officers must be advised in a timely and uniform manner. Secondly, officers who are required to attend court must be compensated for the off duty time they use. Personnel will only be compensated for court appearances that are a direct result of activities as a University employee.

Whenever a witness fee is received, the officer shall endorse the check and submit it to the Business Office, which will forward the check to the University accountant for normal processing.

III. Procedure:

A. Court Notices

1. The first and second shift supervisor shall search the RCIC subpoena query on the RCIC terminal once per shift for any court notifies/cancellations. The second shift supervisor shall check prior to 2100 hours each shift. If any subpoenas are delivered, the on duty supervisor will verify them on the RCIC terminal.
2. When a notify/cancellation is received for an officer that is on his/her off day and the officer will not return to work before the pending court date, the on-duty supervisor shall attempt to advise the officer via text message or phone of the court date. The supervisor will notate on the court notify/cancellation whether or not contact was made with the officer.
3. The on-duty supervisor shall forward the court notify/cancellation to the Records Manager to be logged into the court calendar. The system will send an email notification to the officer and will request a response to the court date or cancellation.
4. The officer's supervisor shall notify the appropriate court when an officer is unavailable for court due to being sick, in training, or on vacation and not able to attend court.

B. Court Time

1. Regular court call appearance
 - a. Start time is 30 minutes prior to the time of the scheduled court appearance.
 - b. Compensation is based upon the corresponding unit's Collective Bargaining Agreement.
2. Court preparation
 - a. When court preparation is necessary (i.e. gathering evidence, case file/s, etc.), officers should complete it on-duty or within the 30 minutes prior to the court time.
3. Shift layover
 - a. When the difference in time between the end of court and the start of shift is prohibitive to returning to one's residence, the officer, with the approval of the

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present shift supervisor and the shift supervisor of their regular shift, may work the present shift and apply that time towards their regular workday.

4. Court Attendance in absentia
 - a. Occasionally, an officer is instructed by the prosecutor to return home and standby the telephone to await a call if needed for court.
 - b. If that officer wishes to be compensated for that time, the officer shall report to the administrative office for assignment while awaiting the appearance call.