

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 04/04/2017	Supersedes Policy Dated: 10/15/2014	Rescinds:	SOG Number: 408.3
Accreditation Index:			
Part Title: Operations	Chapter Title: Legal Process		
Chief of Police:			

Subpoena Process Tracking

I Policy

The purpose of this policy is to gather data on the number of subpoenas received by this department, ensure their service, and to make certain that staff members are appearing in court as directed. It is the duty of all staff members to appear in court and testify when a subpoena is issued. ¹

II Definitions

III Procedure

1 SUBPOENA PROCESS

- 1.1 When any court with legal jurisdiction issues a subpoena it will be delivered to Records by a PSR.
- 1.2 The information will then be entered as a task to the officer in the Records Management System.
- 1.3 A Records PSR will then place the original and an exact copy of the subpoena into the mailbox of the supervisor of the employee being subpoenaed. ²
- 1.4 When the supervisor receives the subpoena, he or she will have the employee initial the original subpoena and give the copy to the employee for their records. The supervisor will mark the initialed subpoena with the date the employee was notified and put it in the Court Liaison mailbox. ³

1 Policy Statement revised, minor rewording, per Policy Change Order 17-005.

2 Section 1.3 revised, reworded for clarification, per Policy Change Order 17-005.

3 Section 1.4 revised, reworded for clarification, per Policy Change Order 17-005.

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- 1.5 After going to court, the officer should go to their task for that case, click start, and complete, to show the task as completed in the Records Management System.
 - 1.6 The subpoena will then be filed by Records and maintained for twelve months.
- 2 **DOCKETLINES**
- 2.1 Both Municipal Court and the Greene County Prosecutor's Office maintain telephone numbers with recorded messages listing last minute court cancellations called "docket lines". Employees shall check the appropriate docket line prior to appearing for court to confirm that their attendance is required. ⁴
- 3 **GREENE COUNTY COURT VICTIM/WITNESS SERVICES** ⁵
- 3.1 Employees arriving at the Green County Courthouse to appear as a witness shall check in at the Victim/Witness Office prior to going to the courtroom.
 - 3.2 Employees receiving a subpoena requiring a pretrial conference shall contact the Victim/Witness Office to schedule an appointment with the appropriate prosecutor.
 - 3.3 Victim/Witness personnel or the prosecutor for the case are authorized to sign overtime cards for off-duty employees, provided that the employee appeared as directed by the subpoena.
- 4 **MUNICIPAL COURT NOTIFICATION OF VACATION SCHEDULES** ⁶
- 4.1 As soon as practical, the long-term vacation schedules will be submitted to Municipal Court by the respective Bureau Commander. This will minimize the number of scheduling conflicts between employees and trial settings.
 - 4.2 When transfers take place, a copy will be forwarded to Municipal Court by the Bureau Commander of the receiving bureau. It is the responsibility of the employee to submit an updated long-term vacation schedule after his or her transfer.
- 5 **FAILURE TO APPEAR**
- 5.1 Upon receiving information that an employee has failed to appear for a trial or other court ordered proceeding, the Investigations and Support Services Bureau Commander will notify the employee's Section Commander for appropriate action.

IV Attachments

4 Section 2 (previously 3) moved, subsequent section renumbered accordingly, per Policy Change Order 17-005.

5 Section 3 (previously 2) revised, pretrial conference procedures updated, per Policy Change Order 17-005.

6 Section 4 reorganized and heading revised, per Policy Change Order 17-005.