



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-31

Effective: 03/21/19 Review: 03/21/20 Replaces: 11/14/17

1-31 COURT SERVICES UNIT

Related SOP(s): None

1-31-1 Purpose

The purpose of the Court Services Unit is to promote a harmonious working relationship between the Albuquerque Police Department and the judicial system.

1-31-2 Policy

The Court Services Unit (CSU) policy is to facilitate proper communication and information exchange between the Albuquerque Police Department and the judicial system.

1-31-3 Definition

A. Judicial System/Entities

1. Consists of the Metropolitan Court, District Court, Federal Court, Motor Vehicle Division (MVD), Attorney General's Office, District Attorney's Office, Public Defender's Office and private attorneys.

1-31-4 Rules and Responsibilities

A. Represent the Department throughout the judicial system:

1. Supervisor will attend meetings at any of the judicial branches upon request.

B. Provide assistance as necessary to the public, the Department, and members of the judicial system.

1. The supervisor will monitor complaints, questions, and concerns.
2. Staff will assist the public and members of the judicial system according to Standard Operating Procedures.

C. Prepare felony paperwork for the District Attorney's Office. This may include:

1. Copies of reports
2. Criminal Complaints
3. Statements
4. Any other supplemental documents of the full case files.

D. Coordinate Court Appearances for Department personnel



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1. Utilize the Court Services Information System (CSIS).
 2. Notify all of the Judicial System of officer's vacation, leave, and training.
 3. Monitor officer's duty assignments throughout the Department.
 4. Court Dockets
 - a. Staff will utilize the CSIS to complete this docket.
 - b. Staff will post on Sharepoint the 7-Day docket with-in 7 days of the current date.
 - c. Staff will post on Sharepoint the Final (Next Day) docket with-in 24 hours of the current date.
 5. Misdemeanor Pre-trial Interviews (PTI)
 - a. Staff will schedule Misdemeanor PTI requests from defense attorneys.
 - b. Staff will maintain logs regarding:
 - i. Officer attendance
 - ii. Attorney attendance
 - iii. Status of completion of PTI
- E. Receive and distribute subpoenas for Department personnel from judicial entities.
1. Staff will email Department personnel copies of the subpoenas.
 2. Staff will accept subpoenas that are over 36 business hours from the hearing/trial time.
- F. Citations
1. Court Services shall review the following citations prior to submission to the appropriate courts:
 - a. Traffic Citations (Printed/handwritten)
 - b. DWI Citations (Printed/handwritten)
 - c. Misdemeanor (Printed/handwritten)
 2. If citations are not correctly completed, staff will return the citation to the issuing officer to be corrected and resubmitted.
- G. Officer Prosecution Cases
1. Court Services Specialists shall prepare case files for officers.
 2. Files shall be provided to the officer within 3-10 days of the court date.
 3. These files will include discovery.



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a. Discovery will also be provided to the defendant and/or defense attorney.

4. Cases that are taken over by the District Attorney will be given all discovery.

5. Officer will return files to staff after the hearing for any necessary updates.

6. Staff will research and update case files.

H. Criminal Summons

1. Staff will receive an original criminal summons and three copies from officers.

2. Staff will check the documents for:

- a. Charges
- b. Officer's signature
- c. Supervisor's signature
- d. Defendant's information
- e. Listed as summons

3. The copies of the criminal summons will be distributed to the Metropolitan Court.

I. Missed Court Notices

1. Notification to CSU of missed court can be provided by:

- a. Court Services Specialists
- b. District Attorney's Office
- c. Implied Consent (MVD)
- d. Pretrial Coordinator

2. Staff will enter the missed court notices into an access database for tracking purposes.

3. Supervisor will provide copies of the missed court notices to Operations Review.

J. Misdemeanor DWI Discovery

1. CSU will gather and submit the following documents to the District Attorney's Office:

- a. Offense/Incident Report
- b. Breath Card
- c. Tow-in
- d. 911 CADS
- e. Access to evidence pertaining to the incident
- f. Accident Report (if applicable)



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2. Discovery will be provided to the District Attorney's Office by electronic communication and/or hand delivered.