



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-31

Effective: 08/13/2021

Review: 08/13/2022

Replaces: 03/21/2019

1-31 COURT SERVICES UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[2-76 Court](#)

[3-41 Complaints Involving Department Policy or Personnel](#)

B. Form(s)

Discovery Coversheet

Entry of Appearance

C. Other Resource(s)

BlueTeam

Court Service Information System (CSIS)

D. Rescinded Special Order(s)

None

1-31-1 Purpose

The purpose of this policy is to promote a collaborative working relationship between the Albuquerque Police Department (Department) and the judicial system.

1-31-2 Policy

It is the policy of the Department to facilitate proper communication and information exchange between the Department and the judicial system.

N/A 1-31-3 Definitions

A. Judicial and Administrative System Entities

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.

7 1-31-4 Rules and Responsibilities

A. The Court Services Unit:

1. Provides case preparation and evidence sharing for the Department to judicial system entities throughout judicial and administrative system processes; and



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2. Provides assistance to the public, the Department, and judicial and administrative system entities, as necessary.

B. The Court Services Unit Supervisor shall:

1. Attend meetings at any of the judicial entities upon request; and
2. Monitor complaints, questions, and concerns.
 - a. Consistent with SOP Complaints involving Department Policy or Personnel, initiate an Internal Affairs Request (IAR) for potential policy violations.

C. Court Services Unit personnel shall:

1. Coordinate court appearances for Department personnel;
2. Process requests for leave from court submitted through SharePoint, consistent with SOP Court, including notifying the judicial systems of Department personnel's vacation, leave, and training;
3. Monitor Department personnel duty assignments throughout the Department;
4. Utilize the CSIS to complete Court Dockets, including:
 - a. Posting the Seven-Day docket on SharePoint within seven (7) days of the current date; and
 - b. Posting the Final (next day) docket on SharePoint within twenty-four (24) hours of the current date.
5. Schedule misdemeanor pre-trial interview (PTI) requests from defense attorneys;
6. Accept service of and distribute subpoenas for testimony at criminal and MVD proceedings to Department personnel, including:
 - a. Emailing Department personnel copies of the subpoenas; and
 - b. Accepting subpoenas that are more than two (2) business days prior to the hearing/trial date.
7. Review the following citations prior to submission to the appropriate courts:
 - a. Traffic citations (printed/handwritten); and
 - b. Misdemeanor citations (printed/handwritten).
 - i. If citations are not correctly completed, Court Services Unit personnel shall return the citation to the issuing Department personnel to be corrected and resubmitted.



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8. Check the criminal summons documents for:
 - a. Charges;
 - b. Department personnel's signature;
 - c. Supervisor's signature;
 - d. Defendant's information; and
 - e. Whether it is listed as summons.
9. Complete the Criminal Summons Log for all criminal summonses received from sworn personnel and sent to the Bernalillo County Metropolitan Court;
10. Submit the criminal summonses to the Bernalillo County Metropolitan Court;
 - a. When issuing a criminal summons, sworn personnel shall provide the Court Services Unit with the original of the criminal summons and two (2) copies.
11. When the Court Services Unit receives missed court notices:
 - a. Report all missed court notices to the Court Services Unit Supervisor; and
 - i. The Court Services Unit Supervisor shall provide copies of the missed court notices to Operations Review to be entered into BlueTeam.
12. For discovery requests for misdemeanors for driving while under the influence (DWI) and domestic violence:
 - a. Gather and submit the following information and documents to the District Attorney's (DA) Office;
 - i. Breath Card;
 - ii. Tow-In Report;
 - iii. State of New Mexico Uniform Crash Report (if applicable); and
 - iv. Video footage from on-body recording devices (OBRD).

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D. The Court Services Unit Specialist shall:

1. Prepare case files for Department personnel by ensuring that the case files include all paperwork needed for prosecution, including but not limited to:
 - a. Ensuring that case files include all paperwork needed for prosecution including, but not limited to:
 - i. Reports;
 - ii. Criminal complaints;
 - iii. Citations;
 - iv. Statements;
 - v. Discovery; and
 - vi. Entry of Appearance.



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2. When possible, provide case files to sworn personnel three (3) days prior to the court date or more as follows:
 - a. Provide discovery to the defendant and/or defense attorney; and
 - b. Deliver all paperwork that requires a certified hardcopy to the Bernalillo County Metropolitan Court Officer's Gun Locker Room.
 - i. Department personnel may return the hard copies to the Court Services Unit after the hearing for any necessary updates. Sworn personnel who chose to retain hard copies are responsible for the file.
3. Provide discovery to the DA's Office on all officer prosecution cases that are taken over by their office; and
4. Research and update case files, as needed.