

STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

COURT LIAISON UNIT

COURT LIAISON
STANDARD OPERATING PROCEDURES
MASTER INDEX

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City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SUPPORT SERVICES SECTION

COURT LIASION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

[Signature]
Unit Commander

3/8/18
Date

Second Quarter
Inspection:

[Signature]
Unit Commander

5/11/18
Date

Third Quarter
Inspection:

[Signature]
Unit Commander

8/16/18
Date

Fourth Quarter
Inspection:

[Signature]
Unit Commander

10/11/18
Date

Annual
Inspection:

[Signature]
Section Commander

1/25/19
Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SUPPORT SERVICES SECTION

COURT LIASION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:


Unit Commander

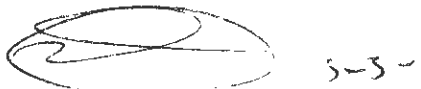
1/25/19
Date

Second Quarter
Inspection:


Unit Commander


4/2/19
Date

Third Quarter
Inspection:


Unit Commander

7/25/19
Date

Fourth Quarter
Inspection:


Unit Commander

9/25/19
Date

Annual
Inspection:

Section Commander

Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SUPPORT SERVICES SECTION

COURT LIASION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:


Unit Commander


1/25/19
Date

Second Quarter
Inspection:


Unit Commander

4/12/19
Date

Third Quarter
Inspection:


Unit Commander

7/25/19
Date

Fourth Quarter
Inspection:


Unit Commander

9/25/19
Date

Annual
Inspection:


Section Commander

3/19/2020
Date



City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

MISSION:

The mission of the Court Liaison Unit has been established to ensure attendance by Police Departmental Personnel at all judicial proceedings arising from the law enforcement effort of the Department, and to coordinate the solution of problems and conflicts concerning court related conduct and procedures.

GOAL:

To insure that court-related appearances requiring the presence of Police Department personnel, are accomplished expeditiously, efficiently, and effectively.

BROAD OBJECTIVES:

1. Maintenance of an officer participation level consistent with successful prosecution.
2. Increased level of departmental cooperation with all components of the Criminal Justice System (Officers, Judges, Attorneys, etc.)
3. Minimizing of court time, both on and off-duty, for MPD Officers.
4. Reduction of off-duty court time.
5. Ensure that officers receive their subpoenas in an expedient manner.
6. Perform quality control checks to ensure officer integrity.



Commanding Officer
Court Liaison

1/16/16

Effective Date



MIAMI POLICE
100
A Century of Service

MIAMI POLICE DEPARTMENT P.O. BOX 016777 / Miami, Florida 33101 / (305) 603-6100
E-Mail Address: chief@police@miami-police.org



City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

The Miami Police Department Court Liaison Unit is currently located in the Richard E. Gerstein Justice Building, 1351 N.W. 12 Street, Room 303. Duty hours are 0600-1700.

Assignments, days off, and duty hours will be modified as necessary to correlate with the overall mission of the Unit. The Unit will work Monday through Friday from 0600-1700 with Saturday and Sunday as "E" days.

Duty Hours:

<u>Unit Commander</u>	0700 - 1700
<u>Unit Sergeants</u>	0700 - 1700
<u>Unit Supervisor</u>	0600 - 1430
<u>Typist Clerk II</u>	0830 - 1700
<u>Typist Clerk III</u>	0800 - 1630/ 0830 - 1700
<u>Light Duty Officer</u>	0600 - 1600

[Handwritten Signature]

Commanding Officer
Court Liaison

1/16/16

Effective Date



DUTY HOURS AND DRESS CODE:
(Continuation)

1. Duty hours, breaks, and lunches will be staggered in such a manner to provide complete coverage of clerical responsibility. Vacations and dress code requirements will be in compliance with Departmental Orders.

2. Vacations will be in compliance with Departmental Orders.

Dress Code: (Office Attire)

Office employees are not permitted to wear the following types of attire any day of the week, including Business Casual Friday:

- Jeans or other denim attire is not acceptable.
- Khaki pants/skirts are acceptable
- Sandals not allowed include beach-type sandals, flip flops, etc., dress sandals are acceptable.
- Departmental authorized t-shirts, polo shirts, etc., are still acceptable.
- Employees medically required to wear special athletic shoes must obtain approval from the operating department's director/designee.
- Office employees performing specific tasks (e.g., equipment installation) may wear jeans, at the discretion of the commander of the Court Liaison Unit.

City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

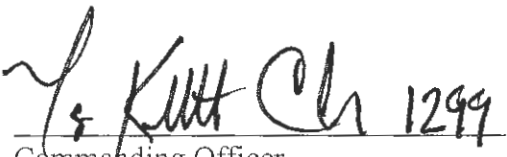
DUTIES AND RESPONSIBILITIES OF MEMBERS

A. COMMANDING OFFICER

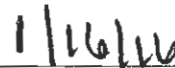
The Unit Commander is responsible for the development, implementation, and ongoing, evaluation of administrative, operational and control procedures that facilitate compliance with Departmental Policy.

The Unit Commander shall:

1. Identify goals and objectives for the Court Liaison Unit being..
2. Monitor statistics on overtime data, pre-file call-in and felony no-action rates, subpoenas received, logged and served, missed court appearances, etc.



Commanding Officer
Court Liaison



Effective Date



DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

3. Monitor the preparation and review of all records and reports.
4. Monitor the performance of all personnel under his/her command, and specifically evaluate the performance of the supervisors.
5. Ensure that unit staffing is maintained at a level consistent with the realization of goals and objectives.
6. Routinely contact Judges, State Attorneys, and Public Defenders to maintain an effective working relationship with the Police Department.
7. Represent the Miami Police Department at court related meetings and committees.
8. Ensure the instruction of new police recruits regarding the functions of Court Liaison, and their responsibilities when summoned for court-related functions.
9. Ensure that the personal appearance of officers attending court-related functions both on and off-duty is in concert with the mandates of Departmental guidelines
10. Monitor the case preparation and presentation in court by members of the Miami Police Department to insure professionally competent conduct and efficiency.
11. Appear before specific Judges, when necessary, in Rule to Show Cause incidents.
12. Make him/her readily available whenever out of the office, either by cellphone or radio.

B. SERGEANT'S

Supervise the Court Liaison Unit, responsible for job assignments, evaluations, discipline, etc.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

Initiate any Court Related Incident report for missed court and other court related incidents.

Assist officers in locating courtrooms and locations of depositions.

Train new officers in completing court attendance forms. Explain court procedures and resolve conflicting subpoenas.

Verify, time stamp-incoming subpoenas, when questions arise as to the acceptance of the subpoena.

Respond to telephone inquiries from judges and attorneys.

Ensure that we respond to emergency requests for officers' appearance by the SAO, and keep them advised of results.

Supervise the ordering of necessary office supplies and miscellaneous equipment.

Assist State Attorneys, Private Attorneys, and Public Defenders resolving court issues.

Review, process, log and forward case disposition forms to proper authority.

Process the court attendance forms in the commander's absence.

Perform all assignments delegated by the Commanding Officer of the Court Liaison Unit in concert with the role as First-Line Supervisor.

Maintain communication with and monitor activities as outlined above at all off site court locations such as juvenile and domestic violence court.

Oversee the performance and development of the computer system, including liaison with DOC.

Analyze current systems and develop improvements and/or new systems.

In absence of the Unit Commander, assume Acting Commander status.

DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

C. CIVILIAN SUPERVISOR

Supervise the civilian personnel assigned to the Court Liaison Unit. This includes making sure that subpoenas are being entered and processed correctly. Research and try to remedy when not.

Assist with daily problem resolution among Judges, State Attorneys, Public Defenders, Private Attorneys and Police Personnel regarding nonappearance or lateness, lack of proper case presentation, or demeanor.

Accompany officers (when sworn commander/sergeant is absent) to court for all Rules-to-Show-Cause.

When necessary, order subpoenaed personnel to come to court.

Do follow-ups on officers needed for court that were not notified. Do "locate & notify" when necessary.

Provide court-related data analysis as requested by external agencies or the Commanding Officer.

Conduct training to officers and civilians as needed.

Handle telephone work including complaint calls from judges, state attorneys, public defenders, private attorneys, and police officers, etc. Provide information, locate officers, including calling at home, dispatching a unit to their house and or contacting the district commander, etc.

Perform and prepare staff evaluations on civilian personnel. Advise commander/sergeant of these evaluations.

Prepare payroll for unit personnel. Maintain other personnel related matters. Maintain unit file for each, follow-up on time balances, paperwork on illness absences, training requests, inspections, etc. for staff. Maintain staff awareness of information on bulletins, etc.

DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

Make recommendations; prepare commendations, reprimands, proficiency and deficiency reports, etc. Meet with supervisors to evaluate these. Meet with staff to discuss these.

Prepare response to some memo requests/type them; prepare and forward weekly/monthly unit information, daily P-sheets, etc.

Handle preparation/requests/follow ups/justification on purchase orders, supplies, matters relating to copy machine, computers, terminals, printers, fax machine, telephones, etc.

Maintain a current EML roster for the unit.

Maintain a Rule to Show Cause file on officers who are served. Contact the officer and the attorney to help resolve the problem.

Assist with budget preparation and justification.

Represent the department and or unit in meetings.

Prepare ticklers for missed court, failure to set PFC, failure to serve subpoenas and other issues as need be along with maintaining a computer log.

Train others in the unit on the tickler report system.

Enter and contact officers with rush/mandatory subpoenas.

Maintain and update officer's personnel folders.

Prepare, Justify and order Office supplies.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

D. TYPIST CLERK III

Enter subpoenas into the computer.

Collect weekly/monthly data and prepare statistical information for weekly/monthly reports

Monitor and track missing and incomplete Affidavit Pre-file Packages

Log in request for 911 tapes or incident reports.

Monitor and re-routes all legal requests received from judicial system.

Retrieve data in the E-Notify system.

Check the computer daily for the unserved subpoenas, and notify the officers.

Assist both private attorneys and public defenders requesting Officer's schedule.

Respond to telephone inquiries.

Conduct training to officers and civilians as needed.

Assist and or handle all duties that may be given by a supervisor to ensure Court Liaison goals and expectations are met.

Review and follow-up on daily scratch sheet against the daily attendance forms. If needed call the State Attorney's Office, Public Defender, Private Attorney's to inquire whether officers attended.

Represent Court Liaison at Civil Service Hearings.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

Enter and contact officers with rush/mandatory subpoenas.

Handle supervisory responsibilities when unit supervisor is out of the office.

Deliver 911 tapes to SAO.

Drive the unit vehicle as needed for mail run.

Handle and maintain subpoena acceptance window.

Maintain and update officer's personnel folders.

Notify attorneys, and return subpoenas whenever personnel are on vacation, injury status, or for any other reason they may be unable to attend.

E. TYPIST CLERK II

Assist with the subpoenas acceptance window when not monitored.

Sort and file subpoenas.

Conduct training to officers and civilians as needed.

Enter subpoenas into the computer.

Notify personnel of court related attendance and cancellations.

Drive the unit vehicle as needed for mail run or other needs.

Notify respective court personnel whenever officers are delayed or unable to attend.

Clock personnel in and out when they call from off site court locations.

Notify attorneys, and return subpoenas whenever personnel are on vacation, injury status, or for any other reason they may be unable to attend.

Respond to telephone inquiries.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

Perform typing, filing and other clerical duties as required.

Collect weekly/monthly data and prepare statistical information for monthly reports.

Maintain a current EML roster for the unit.

Maintain a log of all witness fee checks from members who receive them from private attorneys due to their job related functions.

F. TEMPORARY PERSONNEL

Distribute/process mail.

Drive the unit vehicle as needed for mail run.

Maintain a log of all witness fee checks from members who receive them from private attorneys due to their job related functions.

Log in request for 911 tapes and incident reports.

Help Court Liaison staff with answering phones during heavy periods along with tasks that are time sensitive.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

G. LIGHT/LIMITED OFFICERS

1. Drive the unit vehicle as needed for mail run.
2. Log in request for 911 tapes and incident reports.
3. Conduct training to officers and civilians as needed.
4. Help Court Liaison staff with answering phones during heavy periods along with tasks that are time sensitive.
5. Light-duty personnel, police aides, etc., assigned to Court Liaison will assist to ameliorate the workload as directed by the Administrative Sergeant.
6. Retrieve and deliver Affidavit Pre-File Packets to the State Attorney's Office daily.
7. Ensure that attendance reports are at the off-site locations including the Graham Building (SAO), Public Defenders Building, Driver License Hearing Office, etc.
8. Pick up attendance forms from the off-site locations, Juvenile, Domestic Violence.
9. Help Court Liaison staff with answering phones during heavy periods along with tasks that are time sensitive.

City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

PROGRAMS, PROJECTS, OR FUNCTIONS

PROJECTS

The Court Liaison Unit is working on the complete computerization of all subpoenas, pre-trial conferences, pre-file conferences, depositions, all rush notifications, and overtime slips. This will allow our agency the ability to stay current with the work received.

Commanding Officer
Court Liaison

1/16/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

POLICIES

Primary Objectives of Court Liaison:

A. Establish good working relations with:

1. Criminal Court
2. Circuit Court
3. Traffic Court
4. Penal Court
5. Juvenile Court
6. State Attorney's Office
7. Public Defenders Office
8. Federal Court
9. Judicial System
10. Civil Court
11. Other Police Agencies
12. Private Attorneys
13. City of Miami City Attorney's Office
14. City of Miami City Hall

B. Assure that Police Officers appear in court when a subpoena has been served.

C. Whenever possible, coordinate with Witness Coordinators, Court Clerks, Public Defenders, State Attorneys and Private Attorneys for the purpose of modifying subpoena reporting times with the intent of overtime reduction and increase the "rest time" for midnight officers.

To Keith Ch 1299

Commanding Officer

Court Liaison

1/16/26
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON


STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: Subpoena Acceptance and Distribution

PURPOSE: To provide a process for the sorting and distributing of subpoenas to personnel of the Miami Police Department and to set forth the guidelines for accepting or refusing to accept subpoenas.

SCOPE: The Miami Police Court Liaison Unit is the central facility to receive and distribute all subpoenas for Criminal, Traffic, Penal, and other court related matters. This includes depositions for private attorneys, the Public Defender and State Attorney's Office. The unit will accept subpoenas for all personnel through the rank of Captain. Service for all civil subpoenas will not be accepted; they must be served personally, unless authorized by the police legal advisor or the City Attorney's Office.



Commanding Officer
Court Liaison



Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

1. Court Liaison utilizes a time-stamp machine for clocking in subpoenas, memos, etc., delivered to the Court Liaison Office.

To ensure that all subpoenas are stamped, counted and checked if they are within the time frame of (5) days and divided for each typist (odd and even numbers), to ensure that all are entered well before the subpoena date.

The Court Liaison Unit has the responsibility for receiving subpoena service for all departmental personnel through the rank of Captain.

All such subpoenas must be served through the Court Liaison Office in the Richard Gerstein Building (the Metro Justice Building) Room 303.

Subpoenas (except those from the SAO) must receive no less than five (5) working days before the date of testimony. The day of receipt and the date of testimony are not included in these five (5) days.

2. Subpoenas will then be entered into the computer system, via E-Notify. Once entered the hard copies are filed according to date. Every officer is required to check his/her subpoenas in the computer daily. The sergeant will check the computerized logs to verify that his/her subordinates have signed for their subpoenas.
3. Officers will be notified via computer that they have to come to court liaison to endorse the check.

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

4. **Lawsuit against the City of Miami**

If a process server or sheriff is attempting to serve a summons or subpoena on the “City of Miami”, service is not effective unless it is served on the Mayor, see 48.111 Fla. Stat. (2000). Consequently, no one in the Miami Police Department is authorized to accept service of process on behalf of the “City of Miami.” However, if a process server leaves such process with a member of the Miami Police Department, that member should immediately forward it to the Legal Unit for proper handling.

5. **Lawsuit against the Miami Police Department**

If a process server or sheriff is attempting to serve a summons or subpoena on the “Miami Police Department” or any of its divisions, sections, or units, direct the process server to the Chief’s office. The Chief’s office will accept the process and immediately forward it to the Legal Unit for proper handling.

6. **Lawsuit against individual member of the Department**

If a process server or sheriff is attempting to serve a summons or subpoena on an individual member of the department as named defendant, the process server must affect personal service on the individual member. That means the process server must actually deliver the process to the member in person – leaving it with the secretary, a supervisor or the officer’s partner is not sufficient.

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

8. Court Liaison

Court Liaison is not authorized to accept subpoenas or summons upon a law enforcement officer **in a civil case.**

Court Liaison is only authorized to accept witness subpoena on behalf of a law enforcement officer called to testify in an official capacity **in a criminal case.**

However, even when Court Liaison is authorized to accept service in a criminal case, Court Liaison is not required to accept service when:

1. For a witness who is no longer employed by the Miami Police Department;
2. If the witness is not scheduled to work prior to the date the witness is required to appear ;

Or

3. If the appearance date is less than 5 days from the date of service Sect. 48.031(4)(a) Fla. Stat. (2000)

City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

- S.O.P. 2
- SUBJECT: Court Attendance
- PURPOSE: To provide accountability and information concerning the officers who attend court.
- SCOPE: Miami Police Court Liaison has the responsibility to serve subpoenas and insure officer attendance at court-related functions.
1. Scratch Sheet - This log is maintained in the computer and can be printed at any time. Upon completion of the computerized sign in/out system, a daily report will be printed showing all personnel who missed court that day.



Commanding Officer
Court Liaison

1/16/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2
(Continuation)

1. If an officer resets the assigned court, then the information is written on a reset form and entered into the system. When it has been determined that an officer has missed court without making proper notification, a Missed Court Tickler is prepared for the Unit Commander's signature. Officers are then notified via computer to come to Court Liaison to pick up tickler for officers written response.
2. As the ticklers are returned to Court Liaison, the Commander will review the responses for validity and conformity to D.O. 5 Chapter 8. Based upon the officer's response, the appropriate disciplinary action is then taken.
3. All Departmental Members are to clock in for court either at the Court Liaison Office or the State Attorney's window, Public Defenders window, Domestic Violence courthouse in the Miami-Dade County Liaison Office or at the Driver's License Office. When Members are off site they will notify the Court Liaison personnel who will enter the information on the Attendance form and clock it in as well, which is self-explanatory.
4. Checking of subpoenas for department members is accomplished in the Search User screen by entering the member's PDID#.
5. Members, who have been granted vacation time, out of town city business time or any other official time where he or she cannot attend court, will submit the appropriate paperwork and Officer's Supervisor will enter the information in the Police Manager System.
6. Court Liaison personnel will locate members by name or IBM using the Police Manager System.

STANDARD OPERATING PROCEDURES: S.O.P. 2
(Continuation)

7. Subpoenas which have not been entered in Enotify must be attached to the attendance form whether on-duty or off-duty.
8. A reset slip must be completed and submitted to Court Liaison. The third occurrence of failure to notify court liaison that a scheduled court appearance has been reset will constitute a missed court and will be subject to disciplinary action.

City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: Case Disposition

PURPOSE: To forward to section Commanders the case Disposition received in the Court Liaison Unit from the State Attorney's Office.

SCOPE: Miami Police Court Liaison receives, State Attorney's Office, case dispositions on arrests made by City of Miami Officers. In order to allow Supervisors to properly evaluate the quality of arrests being made by their subordinates, Court Liaison forwards these dispositions to the respective sections through the Property Bureau.

1. Upon receipt of case dispositions, they are reviewed for problem potential.
2. The Court Liaison Unit will deliver the dispositions to the Property Bureau.



Commanding Officer
Court Liaison



Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3
(Continuation)

The Court Liaison Unit will accept memos from Section Commanders, which identify a potential court-related training problem.

The Court Liaison Commander will apprise the Section Commander of court-related training problems.

The Court Liaison Commander will work with external court system agencies to address potential problems with court-related matters.

As resources permit, case dispositions will be reviewed, with copies of deficient dispositions forwarded to training and /or respective Commanders as warranted.

Case Action Reports received from the State Attorney's Office will be forwarding to the Property Unit.

City of Miami



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City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

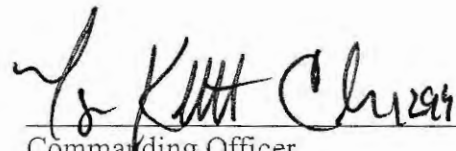
S.O.P. 4

SUBJECT: Mobilization

PURPOSE: To insure the ability of mobilization of Court Liaison personnel.

SCOPE: In the event of a mobilization of the Miami Police Department, the Court Liaison Commander must have the availability of notifying Court Liaison Personnel of the mobilization.

1. The Court Liaison Unit Commander will have an Emergency mobilization List (EML) prepared every month.
2. The Unit Commander will insure that the accuracy of the EML is checked on a monthly basis.
3. The Unit Commander and Unit Supervisors will maintain a current copy of the EML.
4. Upon being advised of mobilization, the Unit Commander will attempt to notify Unit personnel through their Supervisors, to provide them with their instructions.



Commanding Officer
Court Liaison

1/16/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: Hurricane Preparedness

PURPOSE: To provide the Court Liaison Unit with the procedures to be followed should hurricane force winds threaten the Miami area.

SCOPE: The Miami Police Department's Court Liaison Unit is housed in Room 303 of the Dade County owned Richard Gerstein Justice Building, located at 1351 N.W. 12 Street. Responsibility of securing this building lies with Dade County. As a result, there is no need for the City to provide manpower in the Court Liaison Unit during hurricane force winds.

1. Upon being alerted to possible hurricane force winds, within eight (8) hours, the Court Liaison Commander will insure that all vehicles assigned to the Unit are secured at the Station.

Commanding Officer
Court Liaison

1/16/16
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 5

(Continuation)

2. Should hurricane force winds threaten the Miami area during normal business hours, the Unit Commander will release Court Liaison personnel as soon as practical.
3. Should hurricane force winds threaten the Miami area while the office is closed, the Court Liaison Commander will attempt to contact the personnel assigned to the Unit at home and advise them not to report for work until further advised.
4. After the hurricane has passed, the Unit Commander will contact the Section Commander for instructions. Unit Personnel will be advised to resume normal operations.

City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

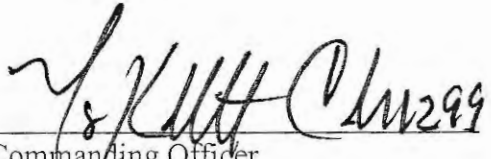
S.O.P. 6

SUBJECT: Changing scheduled Public Defender and Private Attorney Depositions and State Pre-File Conferences

PURPOSE: To reduce overtime for the City of Miami Police Department.

SCOPE: The policy of the Miami Police Department is to reduce the court overtime expenditures for changes of date and/or time of any scheduled deposition or pre-filing conference.

1. Any Departmental member requesting to change the date and/or time of any scheduled deposition or pre-filing conference will contact the attorney involved. The officer will advise the Court Liaison Unit as soon as a reset date has been set.
2. The employee will make every attempt to set the deposition or pre-file conference on duty.



Commanding Officer
Court Liaison



Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 6
(Continuation)

3. At no time will any change be authorized by a Court Liaison Supervisor, which would generate any Overtime, unless an emergency situation exists.
4. Once the change is authorized, a reset slip will be made either by the Court Liaison Personnel or the Officer making the change, and this will be left in the overtime box.
5. Any Departmental Member that calls in "I" or "IF" for a Traffic court appearance, will cause a Court Notification for absence, or lateness slip to be filled and sent by fax to the officer's Unit, the original will be sent to the Court Room and a copy will be placed in his/her Court Liaison file.
6. If a member wishes to change any type of court appearance, prior approval of a Court Liaison supervisor is required. A reset slip must be completed and submitted to Court Liaison. The third occurrence of failure to notify court liaison that a scheduled court appearance has been reset will constitute a missed court and will be subject to disciplinary action.

City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

COURT LIAISON

STANDARD OPERATING PROCEDURES

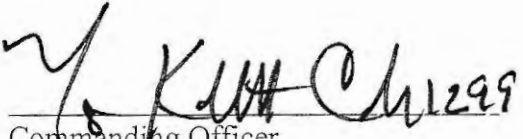
S.O.P. 7

SUBJECT: Employee Court Profiles

PURPOSE: To provide and keep information concerning employee court activities, maintaining said information within individual court profile folders.

SCOPE: Miami Police Court Liaison Unit has the responsibility to maintain court profiles on all employees attending any court-related function.

1. Court Liaison will maintain an employee court profile for each employee of the Police Department attending court.
2. Folders will be secured in a file cabinet and in numerical order by IBM. The last name, first name, and ID number of the employee will be listed on the face of the said folder.



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3. The folders will contain the employee's court profile including, but not limited to:
 - a. Court Related Incident Reports
 - b. Court Notification of Absence or lateness
 - c. Reprimands, Record of Formal Counseling, etc.
 - d. Informal Intra-Office Memo's relating to Court Incidents.
 - e. Memorandums relating to Court Incidents

Additionally the employee's court profile folder will contain the Police Officer Court profile cover sheet. (See Appendix Page 14). This cover sheet lists the officer's name and ID number along with the date of the court related incident and action taken.

City of Miami



DANIEL J. ALFONSO
City Manager

SUPPORT SERVICES SECTION

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S.O.P. 8

SUBJECT: Court Liaison Tickler Log Weekly/Monthly Statistics Reports

PURPOSE: To maintain a record and an accountability of all Court Liaison ticklers generated by the Commander of the Court Liaison Unit.

SCOPE: When an employee's actions result in the issuance of a Court related Incident Report, the Court Liaison supervisor or designee will maintain a tickler log listing all said reports forwarded to employee's Division Chief by the Commander of the Court Liaison Unit.

1. The Tickler Log contains the following information:

- a. Incident Date
- b. Tickler Number
- c. Employee's Name and ID Number
- d. Employee's Present Unit Assignment


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- e. Classification of Incident (Missed Court, Lateness for Court, Dress Code Violations, Failed to Schedule Pre-File Conference, No Action Notification Affidavit Pre-file, etc.)
 - f. Due Date (Date Tickler is due to be Returned to Court Liaison)
 - g. Date Received
 - h. Disposition/Supervisor
2. Each Court Related Incident Report is assigned a Court Liaison Tickler Number and a due date is given upon officer accepting the tickler from the court liaison office. A photocopy of the completed Court Related Incident tickler is made and kept on file by Court Liaison personnel responsible for maintaining the tickler log.
 3. Copies of the Court Related Incident Tickler are maintained in the Tickler log. Responses are due, ten (10) days from the date the officer pick up his/her tickler from Court Liaison.
 4. Court Related Incident Report due dates may be extended by contacting a Court Liaison Supervisor. Overdue responses will generate a second notice (Appendix page 13) which will be forwarded to respective Section Commanders through channels.
 5. Completed Court Related Incident Reports will be reviewed by the Commanding Officer of the Court Liaison Unit and Supervisors.

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6. After Court Related Incident Report responses are reviewed and logged, the reports are filed and become part of the employee's court profile folder. The photocopies of the Court Related Incident Reports are maintained by the Unit Supervisor responsible for said log.
 - a. The No Action Notification Affidavit Pre-file ticklers are routed as follow:
 - i. No Action Notification memo is faxed to us by S.A.O.
 - ii. A copy is faxed to the individual Major
 - iii. Tickler is written up and a hard copy is sent to the individual Major via interoffice mail
 - iv. Court Liaison personnel shall attempt to contact officer by checking officer's subpoena, telephone officer at home or work.
 - v. Officer is advised of the time line given by the S.A.O. to respond to needed information or risk case being dropped by the State Attorney's Office.

7. The following information is kept for the Weekly/Monthly statistics report.
 - i. - Total # of ticklers sent.
 - ii. - Total amount of witness fee's collected.
 - iii. - Total of on and off Attendance reports.

This information is collected by the Commander of the Unit, TC II and the Administrative Aide II and filed. The information Is submitted to the Division Chief, via red line memo for statistical purposes.

COURT LIAISON

City of Miami



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SUPPORT SERVICES SECTION

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STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: Court Liaison Forms

PURPOSE: To display the commonly utilized forms within the Court Liaison Unit.

SCOPE: A list of the most commonly used forms by the Court Liaison Unit is annexed as follows:

FORM	PAGE
Court Attendance Form.....	1
Court Notification of Officers Absence.....	2
Court Related Incident Report.....	3
Court Reset Slip.....	4
Officer E-notify Court Screen	5
Officer E-notify Leaves Screen.....	6
Pre-File Affidavit Transmittal Form.....	7
Court Liaison Computer Forms.....	8 - 20

[Handwritten Signature]

Commanding Officer
Court Liaison

11/16/16

Effective Date

