

GENERAL ORDER 41.7.1

Court Liaison/Case Filing

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes a procedure for filing criminal cases for prosecution in Circuit and Municipal Court.

DISCUSSION

The Lane County District Attorney's Office and the Springfield Municipal Court Prosecutor do not require the appearance of police officers at arraignments as long as reports are completed and presented for review prior to the arraignment time. A court liaison officer provides the most efficient means of assuring that the prosecuting authority has the necessary reports to initiate a criminal complaint.

POLICY

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Court liaison is the responsibility of the Administrative Sergeant. Other officers may be assigned this function in the absence of the Administrative Sergeant. The primary responsibilities of the court liaison are maintaining an open line of communications and cooperation with the courts and prosecuting authorities and to assure reports relating to in-custody defendants are presented to the prosecuting authorities in a timely manner. Procedures for filing cases, as well as other liaison responsibilities, are detailed below.

1. At the beginning of each workday, the court liaison officer shall develop a list of all in-custody arrests for the previous 24 hours, or in cases of weekends and holidays, a list covering that period through the last court workday. All Municipal Court charges are routinely routed to the City Prosecutor's Office for review and need not be presented. All Circuit Court cases must be presented to the Lane County District Attorney's Office.

2. Criminal case investigations where a suspect has been identified but not arrested, shall be presented to the District Attorney's Office in the same manner as in-custody cases.

3. Upon receiving a case evaluation from the District Attorney's Office, the original shall be delivered to records and copies shall be distributed to property, , and the investigating officer via Records personnel. Requests for additional follow-up by the investigating officer shall

be entered into the Case Management by Records. Upon completion of the follow-up report, the Records shall update the case status in RMS. The Police Office Supervisor shall present a monthly report of all open follow-up case to the Watch Commanders and Patrol Lieutenant.

4. The court liaison officer shall also:
 - A. Deliver and pick up interagency mail and documents.
 - B. Return served subpoenas and pick up new subpoenas.
 - C. Deliver Juvenile Court reports to the Lane County Juvenile Department.

Richard L. Lewis
Chief of Police