
	<b>MESQUITE POLICE DEPARTMENT</b>
	<b>118.00 COUNTY COURT STANDBY SYSTEM</b>
	<b>Effective Date: February, 2017</b>
	<b>Approved:</b> _____ <div style="text-align: center;">         Chief of Police     </div>

- I. Definitions:
  - A. Court Notices  
 Court Notices are requests for police personnel to appear in Court, an examining trial, the Grand Jury or for an interview with District Attorney personnel. A court notice may be generated by mail, telephone call, or computer. The most common means of requests are computer generated routing slips on the Dallas County court notify computer database.
  - B. Standby System  
 A Standby System is a system whereby police personnel are notified of court settings, Grand Jury settings, examining trials and prosecutor interviews. The basic objectives of the standby system is to allow police personnel to remain at their duty assignments until actually needed in Court, and to avoid expending municipal funds for Court appearances by off-duty personnel through their selection of standby status.
- II. Documentation  
 Upon receipt of any court notice the administrative secretary and the bureau secretary to which the notice is routed, will document the time and date received on the court notice.
- III. Appearance Guidelines
  - A. All police personnel will appear in any Dallas County Court or for an interview with the prosecutor as directed by:
    1. A legal subpoena
    2. A court notice generated by the District Attorney's Office (by paper routing slip or computer generated routing slips on the court notify computer database)
  - B. No legal subpoena will be accepted by anyone other than the person named in the subpoena, the Chief of Police or his designee.
  - C. Grand Jury case presentations may be made remotely, if allowed, in compliance with current departmental policy.
- IV. Standby System Procedures On Duty
  - A. District Attorney personnel will evidence court notices by computer generated routing slips on the court notify computer database. Court notices should be forwarded to the police agency or posted on the computer database so that they will be received ten (10) days in advance of the date police personnel are needed.
  - B. All on-duty officers will call the Prosecutor and place themselves on standby for court notices.
- V. Standby System Procedures - Off Duty
  - A. Off-duty officers have the option to either report to court or request standby.
    1. Officers who receive a court notice with a court setting scheduled on their day off or on their off-duty time may call the Prosecutor for standby status any time between receiving notification and one hour before the court setting (weekends and holidays not included). The information needed for standby is the officer's phone number where the officer can be reached (cell phone, home phone, off-duty job number, pager, etc.). If an officer changes location during his standby period, he should notify the Prosecutor immediately. Off-duty officers who elect to take standby status may use the time as they desire during the standby period, as long as the officer can be contacted by the Prosecutor, and can appear in court

within the prescribed time limits, properly attired.

2. The officers will respond immediately upon notification, but will be allowed one hour including travel time, to arrive in Court.
3. If an officer has not heard from the Prosecutor within three hours after the time indicated on the officer's court notice, then their standby status will be automatically terminated.

VI. Emergency Situations:

If, while en route to court, an officer becomes involved in an unexpected emergency situation that will make him late, the officer will notify the Prosecutor by dispatcher or phone. The officer will continue to court as soon as possible.

VII. Conflicts with Court Notices:

- A. Officers shall update the Dallas County court notify computer database of any scheduled vacation days or holidays or the change in any vacation days or holidays throughout the calendar year.
- B. A supervisor or the subpoenaed police officer will notify the Prosecutor within twenty-four hours of receiving a Court notice, if, on the date the officer is to appear in court, the officer will be on vacation, military leave, special assignment, etc., or as soon as possible, if an officer is injured or on sick leave and will be unable to comply with a court notice.
- C. If the Prosecutor is not notified within twenty-four (24) hours, the officer will be required to be in court or on standby status.
- D. The District Attorney will notify the Court in a timely manner of the conflict and request that the case be reset if it cannot be tried without the requested police personnel witnesses.

VIII. Officer's duties.

Officers shall check the Dallas County court notify computer database on a routine basis and acknowledge scheduled court cases.

EFFECTIVE: January, 1991, REVISED: January, 1992 By the Mesquite Police Department; REVISED: January, 1996; REVISED: March, 1997; REVISED: August, 2011; REVISED: February, 2017