

Court Officer

502.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth the guidelines of a Court Officer in the Superior Court. This policy applies to all Probation Officers.

502.2 AUTHORITY AND REFERENCES

- Executive Committee

502.3 POLICY

As required, an officer assigned as a Court Officer shall appear in court to represent the department and assist the court as needed.

502.4 COURT OFFICER RESPONSIBILITIES

- (a) On a daily basis, the Court Officer shall review the court calendar and relevant case notes of adults/youth scheduled to appear in court on the following day. The Court Officer shall attempt to resolve any apparent problems by contacting officers who have prepared reports or submitted oral recommendations for the court.
- (b) The Court Officer shall respond to questions or directives from the court and be prepared to make oral recommendations regarding disposition.
- (c) After each hearing, the Court Officer shall record and provide relevant information to appropriate personnel for review.
- (d) When unusual circumstances arise in court and a report or response from an officer is required, the Court Officer shall directly contact the officer the same day and also advise the unit supervisor.

Date(s) revised:

06/18/2018

12/17/2010

11/07/1997

12/08/1993

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Attachments: None