

September 4, 2002

**PATROL BUREAU MEMORANDUM NO. 02-14**

**SUBJECT:** Court Procedures

**REFERENCE:** Procedural Instructions 97-8 and 97-10

Patrol Bureau personnel have inconsistently dealt with several court-related matters. An internal Municipal Court audit further identified additional areas of concerns relevant to court procedures. These matters must be immediately addressed in order to increase the operating efficiency of the bureau as well as improve in the method of accountability for reporting overtime for court compensation. The following procedures will be adhered to:

1. Officers will ride as a one-person crew while the second crew is attending court. Immediately after the second crew responds to court, the remaining officer shall return to their assigned division and be available for calls-for- service. The officer will remain a one-person crew until the second crew returns from court. When practical, officers will not be assigned to a two-person crew when scheduled for court. Sergeants shall monitor for compliance.
2. Officers will wear standard uniform or business attire when attending court. Business attire is defined as a coat and necktie for male officers, and a coordinated outfit consisting of a coat with skirt or slacks, and a blouse or sweater, or a business dress for female officers. Clothing attire must reflect a professional appearance.
3. Court Overtime Vouchers must be reconciled with court dockets prior to approval.

Deputy Chief James Corwin  
Commander  
Patrol Bureau

**DISTRIBUTION:** All Patrol Bureau Personnel  
All Department Elements  
To be post on bulletin boards for two weeks.