

Court and After Court Duties

372.1 PURPOSE AND SCOPE

This Chapter will outline the duties of Officers and their responsibilities regarding court hearings, and actions during and after hearings

372.2 APPLICABILITY

This policy shall be applicable to all field service employees.

372.3 POLICY

The Probation Officer of Record or approved Court Officer must appear at all hearings since the Court may request additional information. The only exception is Misdemeanor Hearings for Adult Court, where the officer does not need to attend unless the Court requests an appearance or it is necessary to supply important additional information.

372.4 MATERIAL LATE TO COURT

If any material of consequence was received too late to be included in the formal written report (e.g. a letter from the victim or restitution documentation), a written supplemental report or memo with the added information should be provided before Court convenes with copies for the following:

- (a) The Judge
- (b) The Defense Attorney
- (c) The District Attorney
- (d) The Court Officer
- (e) The Court Clerk (in most court rooms)

372.5 ACCURATE NOTES

The Probation Officer that appears in court shall accurately document the Judge's decision, and comments regarding that decision.

372.6 AFTER COURT

All officers shall follow service specific procedures regarding the disposition of a case file following the court hearing.