

PROSECUTOR LIAISON OFFICE



OPERATIONS MANUAL

FRESNO POLICE DEPARTMENT

(Revised March 2016)

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MISSION STATEMENT

The mission of the Prosecutor Liaison Office is to coordinate the Fresno Police Department's efforts to file criminal charges on all offenders within the procedures established by the District Attorney's Office, the Courts, and the Jail.

GOALS AND OBJECTIVES

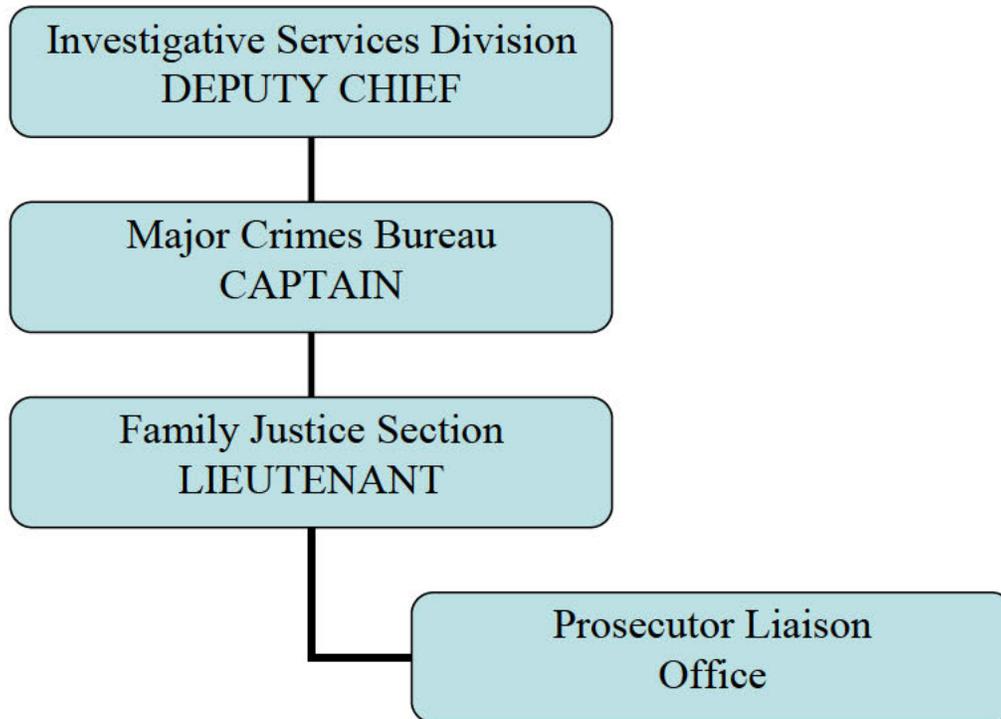
Goals

1. To ensure that detectives are notified of the filing deadlines for all in-custody suspects.
2. To deliver the Criminal Complaint Packets to the DA's Office in a timely manner.
3. To file the formal complaints at the Courts by their established deadlines.
4. To notify the Jail of the court filings to prevent the release of in-custody suspects.

Objectives

1. To process 100% of the felony criminal complaint packets by the established deadlines.
2. To notify the Jail on 100% of the in-custody cases in which felony charges were filed.

ORGANIZATIONAL CHART



I. GENERAL INTRODUCTION

The Prosecutor Liaison Office (PLO) was established to co-ordinate our Department's efforts to file criminal charges on all offenders with the procedures established by the District Attorney's Office, the Courts, and the Jail.

Because of the technical knowledge needed for the assignment, this Unit is staffed with two Senior Community Service Officers (SCSOs) and four Senior Administrative Clerks, who serve as the Department's "**Complaint Officers.**" They perform their duties under the direction of an administrative sergeant, who is also responsible for the Court Liaison Office. PLO is assigned to the Criminal Investigations Bureau of the Investigative Services Division. This section is managed by an administrative lieutenant who is accountable to the Captain and Deputy Chief of the Division.

This document shall serve as a guide to the practices and procedures that are the daily routine of the PLO, and it should be reviewed annually to ensure accuracy and completeness.

An annual review of the unit will be completed to justify the unit's continuance.

II. DUTY ASSIGNMENTS

The workload in the Prosecutor Liaison Office is rarely constant; it has periods of extremely high demands, and periods of relatively low activity. At optimum staffing, the following general assignments are performed to cover the majority of the Unit's workload. Less than optimum staffing will require the sharing of work tasks to ensure that the higher priorities are met.

A. LAST DAYS (Refers to In-Custody Cases Which Must be Filed that Court Day)

Last Days is the primary function of this unit. The Last Days person is responsible for ensuring that all in-custody adult suspects have their respective cases reviewed by the DA's Office to allow them to be formally charged (arraigned) in court the following day. In addition, this position ensures that the Filing Slip for each arrested adult suspect [which lists the formal charge(s) approved by the DA's Office and filed with the Courts] is properly forwarded to the Jail at the end of the day to prevent a premature release.

B. BACK-UP

The Back-up person primarily assists the Last Days person by compiling a Last Day Pre-List for the next court day, as well as preparing the Filing Slips. This person also delivers the Last Day Criminal Complaint Packets to the DA's Office, and picks-up our mail while at that location.

C. CITES

This position focuses on assembling the Criminal Complaint Packets needed for the prosecution of adults cited into court, either Misdemeanor Crimes or Infraction Offenses. This person is also responsible for collecting mail designated for the PLO throughout the Department at various times of the day.

D. JUVENILE

This person is responsible for working closely with the Juvenile Probation Office, which provides our office with a daily listing of the juvenile offenders who require Complaint Packets; these packets require prompt delivery to the Juvenile Justice Center to meet filing deadlines. This position is also responsible for matching the Warrant Cites issued by our sworn personnel to the associated warrant abstracts, and forwarding them to the appropriate court for processing purposes.

E. NARCOTICS

Two people are assigned to this position, and they are responsible for assembling the Criminal Complaint packets required for most of the drug arrests made by this agency. Because many of these cases require the issuance of arrest warrants, report writing expertise is required.

III. GENERAL PROCEDURES

A. LAST DAYS POSITION

The Last Days assignment consists of numerous tasks which are vitally important and mandatory. The Last Days person arrives to work at 0600 hrs to ensure that all the time deadlines are met throughout the day.

1. The Last Day List

The Last Day List is initiated the previous workday, generally by the Back-Up person, and contains a listing of all the in-custody adult suspects who require the filing of criminal charges by the end of the day. It is the responsibility of the Last Days person to finalize this list by ensuring that every subject on the list is still physically present at the Jail on “open” charges. This is accomplished by logging into the Jail’s OffenderTrak program, and accessing the Jail Booking information.

Once this list has been finalized, the Last Days person forwards copies to select units for tracking purposes, as well as to the investigative units responsible for providing the PLO with the Criminal Complaint Packets needed by the DA’s Office for a criminal complaint filing.

2. DOJ Forms (JUS8715)

These forms are initiated by the Crime Scene Investigation Bureau personnel at the time an arrested adult is processed in their unit, and the form is intended to “follow” the subject through the judicial justice system until a final disposition of the arrest is determined. These forms are picked-up each morning for the Last Day processing.

3. Arrest Tags

A copy of the arrest tag for each person on the Last Day List is prepared by the Records Bureau. These forms are also picked-up each morning, and stapled to the DOJ form retrieved from the I Bureau after key information is verified and matched up (case number, suspect’s name, DOB, and the arrest date/time).

4. Central Valley Toxicology (CVT)

When the results of a drug test are needed for a Last Day filing from the Central Valley Toxicology Lab (CVT), PLO personnel may be required to call them to obtain a faxed copy of their test results for a case attachment.

5. Receipt of Complaint Packets

The Last Day Criminal Complaint Packets will be delivered to the PLO by the individual investigators responsible for completing this task. These packets are matched to their corresponding DOJ forms and Arrest Tags. The Jail Booking Number (and other pertinent information) is then noted on the Prosecution Request Form (DA Intake Form), and select data from this cover sheet is entered into the PLO Tracker program (refer to the Computer/Data Entry section). A notation to identify the packet as a Last Day case must be entered on the cover sheet to facilitate prompt handling by DA personnel. These packets are then taken to the DA's Office for processing by their morning deadlines.

6. Receipt of Formal Complaints

After the Complaint Packets are reviewed by DA personnel, formal charges are either issued or denied. If a decision is made to formally charge a Defendant, a formal complaint is generated by the DA's Office, and made available for pick-up during the early afternoon hours. The Last Days person is responsible for reviewing these complaints for errors, and then determining the bail amounts from a Bail Schedule. These formal complaints are taken to the Courts by a pre-determined PLO clerk.

7. Filing Slips (Exhibit C)

A Filing Slip is a form, generally initiated by the Back-Up person, which lists the in-custody adult suspect's name and charges being requested. These forms are taken over to the DA's Office with a copy of the Last Day list at the time the formal complaints are picked-up. The filing slips are updated with the formal charges and the bail amount, and subsequently stamped by the Court with their case number to show that the required paperwork was accepted by them. These forms are then faxed to the Jail to prevent the premature release of suspects.

8. NCI Cases (No Charges Initiated)

Reviewed cases in which formal charges were not being filed will be returned to our agency with a cover letter from the reviewing DA explaining the reason(s) for the denial. These cases, in turn, shall be returned to the submitting investigator. If the case in question was compiled by the PLO and not being re-submitted, the DOJ form must be completed with the proper code from its backside and returned to the Crime Scene Investigation Bureau.

In-Custody suspects on the NCI cases will be released by the Jail when they do not receive a Filing Slip. NCI cases in which the suspect(s) were previously released on a Surety Bond will require the completion of a form to exonerate the bond if the case is not re-filed prior to the designated court date.

9. Final PLO Tracker Entries

The Last Days person then returns to the office, and distributes the paperwork that was picked up from the DA's Office, which may include NCI cases (No Charges Initiated) and Warrant Requests. All cases which were reviewed and returned from the DA's Office will require an update in the PLO Tracker program.

B. BACK-UP POSITION

The Back-up person, who begins the workday at 0600 hours, works closely with the Last Days person to ensure that all of the critical tasks for the Last Day cases are completed. This person is responsible for compiling the Last Day Pre-List for the next court day, which is distributed to select units for tracking purposes, as well as to the investigative units responsible for providing the Criminal Complaint Packets. The Back-up person also initiates the Filing Slips for each In-Custody suspect whose case is being submitted to the DA's Office. (Refer to the Last Days Position for more detailed information.)

On a heavy workday, the Back-up person will make the first delivery of the Complaint Packets (those received early or the previous day) to the DA's Office at approximately 0830 hours. While the Last Days person continues to work up the packets brought in by the detectives, the Back-up person will be entering the workday's acquired packets into the PLO Tracker program. Additional trips to the DA's Office may occur throughout the morning, with all Last Day cases being delivered no later than 1000 hours.

C. CITES POSITION

The workday begins at 0600 hours for the Cites person. This person is responsible for assembling the majority of the Criminal Complaint Packets associated with those suspects who were cited into Court. (The content of these Complaint Packets is covered in the appendix under Complaint Request Packets.) Upon completion, the Complaint Packets are entered into the PLO Tracker program, and sent to the DA's Office or the appropriate court.

The Cites person is also responsible for separating the green citations generated by the field officers, and forwarding those cites not handled by this unit. [PLO is responsible for all misdemeanor cites, with the exception of VC12500(a) charges, which are sent directly to Traffic Court.]

D. JUVENILE POSITION

The Juvenile Case person is assigned to a 5-8 work schedule, which starts at 0730 hours. This person's first responsibility is the processing of all Juvenile Last Day cases, and the transporting of the associated Criminal Complaint packets to Juvenile Probation by their established deadlines. This workload is dictated from the receipt of a Juvenile Last Day list, which is sent to our agency each morning by a Juvenile Probation Officer.

Exception: The Juvenile Case person does not handle Domestic Violence cases [i.e. PC273.5 & PC243(e)(1) charges]. It will be necessary to contact the Domestic Violence Unit sergeant, who will assign an investigator to handle.

This position is also responsible for processing the citations which are issued for outstanding warrants. These cites are sent to this person, along with the warrant abstracts (which are requested from the issuing authority at the time of the citation). The abstracts require attachment to the corresponding cite, and forwarding to the appropriate court.

E. NARCOTICS POSITION

Two Senior CSOs are assigned to handle the Criminal Complaint packets required for most of the drug arrests made by this agency (street arrests). Because the DA's Office requires the testing of seized drug evidence prior to the authorization of criminal charges, a number of drug cases are not immediately filed with the courts due to a backlog at the State Lab. As a result, these cases are held until the lab results are available, at which time an arrest warrant must be sought (which often requires report writing expertise).

IV. COMPUTER PROCESSES

A. PLO TRACKER PROGRAM (DATA FOR FPD CASES ONLY)

1. DR (Case Number)
 - a) Enter a total of eight numbers (first two numbers for the year, followed by six numbers for the specific case; no spaces or dashes)

1. DA-DATE
 - a) Enter the date of submission, with slashes or dashes separating month, day, and 4-digit year (Program will not accept a past date.)

2. SUSP
 - a) Enter in caps the suspect's last name, followed by first name (no space)

3. AKA
 - a) Enter other names used

4. CHG-REQ
 - a) Enter charges being requested, without the Code's acronym

5. LEV-R
 - a) Enter level of charge requested (I for Infraction, F for Felony, or M for Misd.)

6. CHG-FIL
 - a) Enter charges filed with the Courts, without the Code's acronym

7. LEV-F
 - a) Enter level of charge filed (I for Infraction, F for Felony, or M for Misd.)

8. STATUS
 - a) Enter the suspect's status (IC for In Custody, SB for Surety Bond, FCR for Federal Crowding Release, or Cite No.)

9. COURT-DA
 - a) Enter court date (if cited or known)

10. DA-NO
 - a) Enter DA's case number

11. CT-NO
 - a) Enter Court's case number

12. REMARKS
 - a) Enter name of person who generated the packet with their Area/Unit of asgmt.
 - b) Enter drug test results, including presumptives, FRL results, & CVT info.

[REDACTED]

[REDACTED]