



CRYSTAL POLICE DEPARTMENT

Department Policy Manual

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POLICY

The Department Court Liaison will be the ranking officer in the Records Division. The Department Court Liaison will have the following responsibilities:

- The Court Liaison will be responsible for receiving subpoenas that are served outside of the Hennepin County E-subpoena system. This includes subpoenas as a defense witness or for a civil trial.
- When receiving a civil subpoena, the Court Liaison will calculate the Officer's hourly rate with benefits and collect a fee from the requesting attorney for the Officer's time. Officers will be paid by the city for any testimony in a civil trial by requesting court time in the scheduling software.
- The Court Liaison will notify the subpoenaed officer of the date and time for court if a subpoena is received outside of the E-subpoena system.
- The Court Liaison is responsible for enrolling new employees in the E-subpoena system.

Subpoenaed Officers will have the following responsibilities:

- Officers are responsible for responding to subpoenas received through the e-subpoena system. Officers shall respond to the subpoena with their availability during the trial standby period and provide a contact phone number and email address.
- Officers shall maintain contact with the attorney or legal aide who is responsible for trial scheduling to determine when and if a court appearance will be required.
- Officers are legally obligated to attend trials for which they are issued a subpoena to appear, unless they are dismissed by the attorney who issued the subpoena.