



## CRYSTAL POLICE DEPARTMENT

### Department Policy Manual

TITLE: Department Court Liaison

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## **POLICY**

The Department Court Liaison will be the ranking officer in the Administrative Services Division. The Department Court Liaison may delegate the following responsibilities to other members of the police department:

- The Court Liaison will maintain a court schedule will be constantly updated. The Court Liaison will note the time of all cancellations on the calendar. Strong emphasis will be placed on confirming or canceling all trials by 5:00 pm the day preceding the trial.
- The Court Liaison will monitor all standby time. Records will be maintained concerning termination of standby.
- Officers shall include case number information on their Workforce Director entry for overtime.