

"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2105.10, WITNESS MANAGEMENT AND SUBPOENAS**

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RESCINDS:	2105.9
DISTRIBUTION:	ALL EMPLOYEES
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CHIEF OF POLICE:	ORLANDO ROLÓN

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POLICY:

Personnel will be held accountable for responding to court, depositions, arbitrations, or other court or administrative hearings when subpoenaed or otherwise notified by an employee with the State Attorney's Office, Clerk of the Court, SAO Witness Management, OPD Witness Management, Police Legal Advisor's Office, City Attorney's Office, City Prosecutor's Office, or the Orlando Police Department. This policy also clarifies the circumstances under which an employee is entitled to receive witness and mileage fees for appearance as a witness in trials or depositions and the amount of those fees. It further specifies the employee's duty to return excess fees tendered.

PROCEDURES:

1. RESPONSE TO COURT

Once employees are notified that they are needed in court, they shall respond at the specified time, and shall be totally responsible to the judge of that court for "Failing to Appear." By local rule, presiding circuit and county judges in Orange and Osceola Counties will allow a maximum of 45 minutes for employees to arrive in court. When an employee with the State Attorney's Office, Clerk of the Court, SAO Witness Management, OPD Witness Management, Police Legal Advisor's Office, City Attorney's Office, City Prosecutor, or the Orlando Police Department contacts an employee for court and the employee is not under subpoena for that day, the employee shall respond to court. The responding employee shall fill out the Court Slip (Attachment A) and have the prosecuting attorney sign if responding while in an off-duty capacity.

2. EMPLOYEE'S RESPONSIBILITY

2.1 EMPLOYEE'S RESPONSIBILITY FOR TRIAL AND HEARING SUBPOENAS

Employees must call the State Attorney's Office (SAO) Witness Management staff at 407.836.1216 (felony cases), or 407.836.1348 (misdemeanor cases), or 407.836.7597 (juvenile cases) the business day immediately preceding the date the subpoena period begins to ascertain the status of the case and to provide contact information for the trial period. Employees shall not assume that SAO Witness Management knows how or where to contact the employee. SAO Witness Management is normally available to answer the telephone from 0800 to 1700 hours on weekdays.

The State Attorney's Office will place employees on standby for trial subpoenas in felony cases via e-mail. Every effort will be made to notify employees one week prior to the trial date, but no later than Wednesday prior to the date needed for trial.

Note: OPD employees shall review documents in PowerDMS (on scheduled work days) to ensure pending subpoenas are received and signed-off as assigned by Witness Management. Any login issues with PowerDMS shall be immediately reported to the Training Coordinator (ext. 2865) and OPD Witness Management (ext. 2353).

Employees shall immediately, upon receipt, confirm their availability via e-mail with the State Attorney's Office. In the event of a schedule conflict, the employee shall immediately call the phone number listed on the e-mail. Employees who will be out of the office for training, vacation, or extended periods shall set up the out of office reply on the City e-mail account and notify Witness Management via e-mail at opdwitnessmanagement@orlando.gov, placing in the subject line, "Out of Office," along with the specified dates.

Please note that some subpoenas are issued by the defense or by parties in civil and administrative proceedings. The SAO Witness Management program does not coordinate these subpoenas. Employees will coordinate with the office of the attorney who issued the subpoena and whose telephone number is normally listed on the bottom of the subpoena.

Employees under subpoena will be available to appear in court during the trial period and will provide information as needed to the subpoenaing attorney or SAO Witness Management Program as is necessary to ensure that the employee is available for trial. Employees will provide information to the SAO Witness Management personnel on how they can be reached, including when they are on duty and can be reached through the Communications Center or the OPD Witness Management Unit personnel. Subpoenas are effective for the entire trial period and employees are bound by those subpoenas for the duration of the trial period.

Off-duty bargaining unit employees under subpoena for cases processed under the SAO Witness Management program will be available by phone to respond to court Monday through Friday as specified by the court or Witness Management, and will be compensated as prescribed in the collective bargaining agreement. If the subpoenaed employee leaves home, it shall be the employee's responsibility to notify the SAO Witness Management Unit and provide a telephone number where he or she can be reached.

Employees must appear pursuant to hearing and trial notices and subpoenas at the designated time and location. It is further recommended that employees contact the attorney issuing the subpoena a day prior to the hearing to verify that the hearing is still scheduled. All hearing subpoenas are mandatory whether they are stamped as such.

2.2 EMPLOYEE'S RESPONSIBILITY FOR DEPOSITION AND HEARINGS

- a. Rules of Procedure: The Florida Rules of Criminal Procedure allow a party to serve by mail a Notice of Taking Deposition, Testimony or Evidence Production in lieu of a subpoena. The effect of a mailed or delivered notice is identical to a subpoena and the employee must respond to it in the same manner.

This rule requires attorneys to coordinate deposition times. Generally, this is done by coordinating dates and times with the prosecuting attorney. Some defense attorneys may try to coordinate with individual law enforcement employee witnesses by calling the officer at the phone number listed on the OPD roster. If an employee receives a phone message in this regard, the employee must return that call. If an employee's voice mail goes to a supervisor's voice mailbox, it shall be the supervisor's responsibility to relay those messages to subordinates. The supervisor shall call the attorney if the employee is unavailable due to vacation, sickness or otherwise.

The defense bar and prosecutors generally agree to send notices or subpoenas to the OPD Witness Management Unit in the same manner as deposition subpoenas. These notices will be processed and routed through PowerDMS to the individual employee. If a notice is delivered while an employee is on leave

and that employee will not return before the deposition, hearing, or production of evidence date, the supervisor must contact the attorney who issued the notice to resolve the matter as described in Section 4.

- b. Rescheduling deposition: If an employee needs to have a deposition, hearing, or evidence production rescheduled, he or she must contact the issuing attorney at the earliest possible date. It is recommended that employees fax or email a request for rescheduling to the issuing attorney. This request should be kept with the other documentation of the employee's efforts to reschedule. Efforts to contact the attorney should be noted on the face or reverse side of the notice, and the notice should be kept until the case is over. The defense bar has agreed to make every reasonable effort to reschedule depositions, hearings, or evidence production that conflict with an employee's day off, school or other activity. If trial is imminent, the deposition, hearing or evidence production may not be able to be rescheduled. If an officer is having difficulty getting a response, he or she should contact the Police Legal Advisor several days before his or her anticipated unavailability to ensure that there is sufficient time for the Police Legal Advisor to attempt resolution. A memo should be sent to the Police Legal Advisor with a copy of the subpoena, setting forth all steps taken to resolve the conflict and the employee's contact number. The employee shall also provide a copy of the memo to the supervisor.

Defense attorneys who have email addresses may list them on their notices to assist those employees who work shifts or assignments that make daytime telephone contact difficult. Those who have access to electronic mail are encouraged to use it to communicate regarding the deposition scheduling. The employee should maintain hard copies of the emails.

An employee who requests that a deposition or hearing be rescheduled must agree to and appear for the rescheduled deposition or hearing without being re-noticed. The initial notice will continue to serve as proper notice of the new deposition or hearing date. If the issuing authority cannot, or will not, reschedule, the employee shall not be considered released from the subpoena or notice.

- c. General Rule of Conduct: Employees are expected to remain civil at all times in dealing with the attorneys and their office staff. If there is a problem with an Assistant Public Defender, such as no callback within 48 hours, please contact the Chief Assistant Public Defender at 407.836.4854. Leave voice mail if it is after hours. For other problems, continue to contact the Police Legal Advisor's Office for assistance.

Some attorneys may continue to serve subpoenas. That is still an effective method to compel appearance. Some attorneys may seem unwilling to reset a deposition regardless of the reasonableness of a request. Those instances should be brought to the attention of the Police Legal Advisor.

- d. Location of deposition: Depositions set in criminal cases must be held at the courthouse and are not to be held in the private office of the defense attorney, unless otherwise designated by the trial judge or chief judge. Civil case depositions may be held at any location.

Upon receipt of a notice of criminal case deposition at the office of a private defense attorney, the employee should call the attorney and advise him or her that the policy of the Orlando Police Department prohibits his or her attendance unless provided evidence of a court order authorizing it.

Criminal defendants are generally prohibited from being present during a deposition unless stipulated to or ordered by the court. If the defendant is present, the employee shall advise the attorney that he or she will not remain for the deposition unless there is a court order authorizing the defendant's presence or unless the defendant leaves.

Employees should not be deposed more than once in a case nor should depositions occur in misdemeanor or traffic cases without order of the court. Any such situations that cannot be resolved by the employee should be brought to the attention of the Police Legal Advisor.

Employees who do not attend depositions or hearings that are set by notice are subject to contempt of court and internal discipline in the same manner as when served by subpoena. In some circumstances, an employee may desire outside counsel to represent them at a Contempt of Court or Rule to Show Cause proceeding.

An employee who, for any reason, receives a notice or subpoena for a deposition or hearing after the date for such hearing must contact the issuing attorney or party to advise him or her of that late receipt, and the employee shall make himself or herself available for rescheduling of the hearing or deposition, if possible.

- e. Traffic Infraction Hearing reset procedure: Employees requesting the reset of a traffic infraction hearing must make the reset request, via email, on the designated form (Attachment B). A copy of the form can also be found in the OPD Forms folder (N:) POLICY/Policies/Forms or on PowerDMS. Resets apply to Traffic Hearing Officer cases only. Where there is one defendant with multiple cases, it is appropriate to use one form. However, when an employee has multiple subpoenas for different defendants on any given day for which the employee is in need of a reset, a separate form must be used for each defendant. The instructions for emailing the completed form and the correct email addresses are printed on the form. Employees must copy their supervisors and/or any other personnel who need to be aware of the request. The new hearing date will be sent via email from the Civil Traffic Infraction Hearing Office to the email address of the requesting employee, as well as each email address listed on the original email containing the request for the reset date. Reset requests must be made at least 10 days prior to the hearing date. Reset requests will be made via email, and the new court date information will be provided via email, not with a new subpoena. The resetting of a traffic infraction due to RDO is not a valid reason: only pre-approved vacations, formal trainings, etc., are considered valid reasons for requesting a reset. Employees are discouraged from requesting resets in traffic cases because the reset date may be beyond the speedy trial date and will result in a dismissal. Employees should retain their notes and emails as backup in case any future issues arise.

2.3 SUBPOENAS ISSUED TO WRONG EMPLOYEE

If an employee receives a subpoena and determines it belongs to another employee with the same or similar last name, the employee should determine who the correct employee is and furnish this information to Witness Management, who will return the subpoena for reissue or re-route it to the correct employee.

Note: OPD Staff Assistants shall maintain an updated Patrol Roster at the beginning of every week.

3. COMPENSATION

Bargaining unit employees will receive compensation for each trial subpoena received as prescribed in the applicable collective bargaining agreement. This compensation is for adult and juvenile trial subpoenas only. Subpoenas or notices for depositions and subpoenas for hearings that are for time and date certain (e.g., suppression hearings, non-criminal traffic court, etc.) will be compensated as provided for in the applicable collective bargaining agreement.

Bargaining unit employees who receive subpoenas due to law enforcement action taken outside OPD's jurisdiction (but which is immediately reported to OPD) shall receive compensation for each trial subpoena as well as witness and mileage fees as prescribed in the appropriate collective bargaining agreement and this policy.

Bargaining unit employees who receive a trial subpoena will record the appropriate compensation time according to shift assignment. Compensation time will be recorded on the employee's Kronos on the date the subpoena is received.

Civilian employees shall be compensated in accordance with City Policy & Procedure 808.40 and 808.35, or any applicable collective bargaining agreement.

3.1 ON-DUTY ATTENDANCE

A law enforcement agency employee who is subpoenaed as a witness to attend any official proceeding related to his or her employment (e.g., trial, deposition, hearing, etc.) or who is provided notice of deposition that is scheduled during the employee's regular on-duty hours is entitled to receive mileage reimbursement at a rate established by §112.061(7),

Fla. Stat., for actual miles traveled to and from the place of the hearing only if the employee travels in a private vehicle. If the employee travels by City vehicle, the employee is not entitled to mileage reimbursement.

Law enforcement agency employees appearing as witnesses during time compensated as part of their normal duties may not receive witness fees or any other payment for their appearance or testimony.

3.2 OFF-DUTY ATTENDANCE

A law enforcement agency employee who is subpoenaed as a witness to attend any official proceeding related to his or her employment (e.g., trial, deposition, hearing, etc.) or who is provided notice of deposition that is scheduled during off-duty hours is entitled to receive a five-dollar witness fee from the party compelling the appearance or the amount designated by the court holding jurisdiction. Collective bargaining employees are entitled to the witness fee in addition to any compensation provided in the applicable collective bargaining agreement. Civilian employees are entitled to compensation as outlined in City Policy and Procedure 808.40, or applicable collective bargaining agreement

A law enforcement agency employee subpoenaed for trial or subpoenaed or given notice of deposition during off-duty hours may receive the mileage fee set forth in §112.061(7), Fla. Stat., for each mile traveled round trip from the point of origin (presumably the employee's home) to that place of trial, hearing, or deposition provided that such travel is by private vehicle. Employees shall not claim mileage compensation for travel by City vehicle.

Personnel who attend depositions or hearings pursuant to notice or subpoena from the Public Defender's Office or State Attorney's Office, and who are otherwise entitled to receive witness and/or mileage fees, are to take their original subpoenas to State Attorney's Office first floor receptionist for the appropriate forms and submission for witness and mileage fees. Subpoenas generated at the request of a court-appointed attorney will be marked in the upper right-hand corner as "INSOLVENT" immediately below the returnable date.

3.3 EXCESS, INAPPROPRIATE OR INADEQUATE FEES

Should an employee receive, in advance of a scheduled hearing or deposition, or otherwise, witness or mileage fees in excess of the amount to which he or she is entitled, that excess amount must be returned to the remitting party.

Should an employee receive, in advance of a scheduled hearing or deposition, witness or mileage fees for a hearing or deposition which, for whatever reason, he or she does not attend, the entire fee must be returned to the remitting party.

Should an attorney refuse to fully reimburse an employee for his or her appearance and mileage fees as required by statute, the employee should inform the Police Legal Advisor by memo, with copies of all related documentation attached and a detail of efforts made by the employee. The PLA will take appropriate action as approved by the Chief of Police.

4. SUPERVISOR'S RESPONSIBILITY

It shall be the responsibility of the subpoenaed employee's supervisor or the designated corporal to review submissions for court time compensation. The supervisor is to ensure that the necessary subpoenas, notices and court slips are entered into the employee's Kronos on the date of occurrence.

Note: Supervisors shall review subordinates documents in PowerDMS (weekly) to ensure pending subpoenas are received and signed-off by members in their units. Any login issues with PowerDMS shall be immediately reported to the Training Coordinator (ext. 2865) and OPD Witness Management (ext. 2353).

When the supervisor discovers that an employee has not signed-off on a subpoena and/or notice of deposition in PowerDMS because of vacation, illness, school attendance, etc., and the hearing/court is within seven days of such subpoenas or notice, the supervisor shall contact the subpoenaing attorney to advise of the employee's unavailability. The 7-day rule will not apply to those subpoenas that must be accepted by Witness Management according to Florida Statutes.

If the supervisor determines that the employee has transferred to another unit within OPD, the supervisor shall immediately notify the OPD Witness Management Unit.

If a supervisor receives a message for a subordinate advising the subordinate of a proposed time, date and location for deposition, the supervisor shall inform the subordinate as soon as possible. If the supervisor knows that the subordinate will not be available to either attend at the requested time or respond to the attorney's request timely (more than 48 hours after the request is made), the supervisor shall be responsible for notifying the attorney's office that the employee will not be available.

If the supervisor or corporal works on a midnight shift only and one of their employees is unavailable to pick up the subpoena or notice prior to the appearance date listed, is unavailable to respond to the attorney's request for confirmation of a deposition, or has been transferred, the supervisor shall:

- a. Email the OPD Witness Management Unit of the officer's reason of unavailability.

NOTE: This does not apply where the employee is able to review and sign-off the subpoena or confirm the deposition date in PowerDMS and will subsequently be unavailable for the appearance date. Employees are required to call the issuing authority in those cases to request and secure a release from the subpoena or notice. The Police Legal Advisor will continue to assist employees who have diligently attempted to secure a release but have been unsuccessful. Supervisors will document efforts to notify the issuing authority of the unavailability of employees.

Employees shall print out a copy of every subpoena or notice of court appearance they receive in PowerDMS and/or SAO email, which should be retained for his or her records. Users will sign off on all witness subpoenas by entering their username and password. NO SUBPOENAS/NOTICES OF DEPOSITION SHALL EVER BE PLACED IN AN EMPLOYEE'S MAILBOX.

4.1 OFFICERS ON RELIEF OF DUTY

Internal Affairs shall notify the OPD Witness Management Unit whenever an employee is relieved of duty; those employees will be listed as being in the Internal Affairs Unit.

5. EMPLOYEE'S RESPONSIBILITY/OTHER TYPES OF SUBPOENAS

5.1 STATUS

Employees will answer subpoenas and notices of deposition, notices of trial, or notices of hearing and ascertain the status of the following types of cases without assistance from the OPD Witness Management Unit:

- a. Civil Court;
- b. Traffic Court (infractions);
- c. Pre-trial Conferences;
- d. Probation and Parole violations hearings;
- e. Depositions;
- f. Federal Court;
- g. Time and date certain subpoenas;
- h. Arbitrations;
- i. City-related hearings (e.g., Civil Service Board, Code Enforcement Board, City Prosecutor cases in County Court).

5.2 NON-DUTY-RELATED SUBPOENAS AND DUTY-RELATED CIVIL SUMMONS

When a process server appears at OPH to serve an employee with any subpoena, notice or summons that would not otherwise be processed through OPD's Witness Management Unit, the OPD Witness Management Unit personnel or Information Desk personnel shall ascertain if the employee is on duty. If the employee is on duty, his or her supervisor shall be notified of the presence of the process server and the name of the employee to be served. The supervisor shall then arrange for the employee to be served the subpoena or summons in a private location (i.e., office).

If the employee is not on duty, the process server shall be advised as to when the employee is scheduled to work and the name of the employee's supervisor. The process server will be advised to return at that time to the Information Desk and request to see the employee's supervisor, who will arrange for the employee to be served the subpoena. If the employee to be served works a schedule during which the Information Desk is not staffed, the process server will be provided with the employee's supervisor's contact information and the supervisor shall coordinate service time and location with the process server until he/she makes contact with the supervisor.

If an employee is served with a civil summons and complaint (civil lawsuit) that names the employee as a defendant in their capacity as an OPD employee, the employee must provide a copy to the Police Legal Advisor within 24 business hours of being served. Prompt notification is essential in order to assist in the defense of the employee. If no one is available in the Police Legal Advisor's Office, the copy must be delivered to the City Attorney's Office on the third floor of City Hall.

Subpoenas for criminal traffic cases, misdemeanors, third-degree felonies, and second-degree felonies may be served by certified mail to the witness's last known address, provided the subpoena was mailed at least seven days prior to the required appearance.

6. OPD WITNESS MANAGEMENT UNIT RESPONSIBILITIES AND NOTIFICATION

The OPD Witness Management Unit will generally assist employees with subpoenas and notices of deposition for criminal traffic, misdemeanor and felony cases.

The OPD Witness Management Unit will assist in locating, contacting and taking messages from the State Attorney's Office for employees having received a subpoena, notice of deposition or requested to appear in criminal matters.

Electronic subpoenas are emailed regularly by the State Attorney's Office and have to be updated daily and/or in accordance with the date(s) issued by Witness Management. The system update indicates if the subpoena was served (forwarded via email to the affected member) and/or not served, with the reason for not being served noted in the update.

Upon receiving paper subpoenas to be served throughout the Agency, the OPD Witness Management Unit will enter the information into PowerDMS.

The OPD Witness Management Unit will review these reports in PowerDMS on a weekly basis to ensure that they have been reviewed and signed. If subpoenas have not been signed off within 3 days in PowerDMS, the Witness Management Unit will notify supervisors.

7. DISTRIBUTION OF ELECTRONIC SUBPOENAS

Paper subpoenas, will be scanned by the Witness Management coordinator within 24 hours of receipt in PowerDMS. Once a subpoena has been entered into PowerDMS, the subpoena will automatically show up in the assigned officer's PowerDMS Inbox for review and signature. It is the responsibility of each individual officer to check his or her PowerDMS Inbox daily. It is also the responsibility of the supervisor to make sure their employees have signed off on all witness subpoenas.

8. CONFLICTING HEARINGS OR WORK DUTIES

Employees who receive two or more subpoenas and/or notices for matters that conflict with one another shall:

- a. Contact the OPD Witness Management Unit and advise them of the location of the court where the employee can be reached.
- b. If the conflict is between a court hearing and a deposition, respond to court. If the conflict is between two court hearings, generally, the superior court takes precedence. If in doubt, contact the Police Legal Advisor. In all conflicts, notify all issuing attorneys or entities of the conflict. Many times, the issuing parties may be able to assist in resolving the appearance conflict.
- c. For court hearings contact the judge's judicial assistant and the office that issued the subpoena (i.e., the State Attorney, defense attorney or public defender) and advise them of the conflict, your location, and the anticipated length of delay.
- d. For depositions, contact the office that issued the subpoena (i.e., the State Attorney, defense attorney or public defender) and advise them of the conflict, your location, and the anticipated delay. Employees must make every reasonable effort to reschedule the deposition or otherwise resolve the conflict.
- e. Always document your efforts, and maintain that documentation at least until the case is disposed of by the court.

9. POLICE LEGAL ADVISOR NOTIFICATION

If an employee responds to a subpoena, notice of deposition or hearing, and the issuing attorney is not present more than 15 minutes after the scheduled appearance time, the employee will submit a memo to the Police Legal Advisor, specifying the time, date, location of the subpoena, the case number and the name of the attorney who initiated the subpoena. This same information will be provided if multiple employees are subpoenaed for deposition at the same time.

If the court reporter is present but the attorney is not, the employee should attempt to contact the subpoenaing attorney's office to inquire as to why the attorney is not present. If the attorney has been delayed in court and is on his or her way to the deposition, the employee should wait.

Employees who are unavoidably delayed for an operational reason should be careful to make arrangements to have the office of the attorney subpoenaing them notified as soon as possible and should try to reschedule the matter at a mutually agreeable time without being resubpoenaed.

See Section 5.2 above for required notification in the event an employee is served with a civil summons and complaint in which the complaint alleges wrongdoing as an OPD employee.

10. RELEASE FROM SUBPOENA

The only people who may release an employee from a subpoena, notice of deposition or hearing are the judge in whose court the case is scheduled, the attorney, or his or her associate who caused the issuance of the subpoena or notice.

The initiating attorney's secretary, when acting in a staff capacity for the attorney, may release the employee from appearing for the subpoena or notice. The subpoenaed or noticed employee shall obtain the name of the secretary or attorney and the date and time of the call when receiving such a release. It shall be the employee's responsibility to determine whether the secretary has the capacity to release him or her from the subpoena or notice. A qualified person

must actually release employees. Simply providing the attorney or his or her office with notice that the employee is unavailable is not sufficient and may subject the officer to administrative discipline or contempt of court.

The employee shall keep a copy of the subpoena or notice with the recorded information until the court case has reached a final disposition.

Should an employee need to be released from a subpoena or notice and be unsuccessful in securing the issuing attorney's approval, the Police Legal Advisor should be notified at the earliest possible opportunity for assistance.

11. RULES TO SHOW CAUSE

The OPD Witness Management personnel shall not deliver Rules to Show Cause: those must be personally served upon the employee. Upon receiving a Rule to Show Cause for allegedly missing a trial, hearing or deposition, or other matter, the receiving employee shall immediately notify his or her supervisor and the Police Legal Advisor's Office. A copy shall be forwarded to the Police Legal Advisor's Office.

The employee may also wish to contact his or her personal lawyer or appropriate bargaining unit representative for legal assistance.

ATTACHMENT A

ORLANDO POLICE DEPARTMENT
COURT SLIP

DEPOSITION
COURT

CASE NUMBER: _____
DATE: _____

TO: ORLANDO POLICE DEPARTMENT

I, _____
(Name) (Employee #)

CHECK ONE:

- APPEARED UNDER SUBPOENA
 NOTICE OF DEPOSITION
 AT THE REQUEST OF THE STATE ATTORNEY

CHECK ONE:

- IN AN OFF-DUTY STATUS
 ON-DUTY STATUS

FOR _____ COURT ON THIS DATE.
SHIFT HOURS THIS DATE: _____

ENDORSEMENT:

THIS IS TO CERTIFY THAT EMPLOYEE/SUPERVISOR _____
APPEARED UNDER SUBPOENA/NOTICE OF DEPOSITION AT THE REQUEST OF THE
STATE ATTORNEY AT THIS COURT.

(Signature) (Date)

- PUBLIC DEFENDER STATE ATTORNEY OFFICER OF THE COURT

TIME OF ARRIVAL _____ TIME OF DEPARTURE _____
OVERTIME EARNED _____ COURT TIME EARNED _____
_____ COMP _____ PAID _____ COMP _____ PAID

APPROVED BY: _____
(Section Commander's Signature) (Employee #) (Date)

ATTACHMENT B

State of Florida
Ninth Judicial Circuit of Florida

CAROLYN B. FREEMAN
COUNTY ADMINISTRATIVE JUDGE

CIVIL INFRACTION HEARING OFFICE
TRAFFIC DIVISION
ORANGE COUNTY COURTHOUSE
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UNIFORM LAW ENFORCEMENT HEARING DATE RESET REQUEST

Please email completed form to both trafficesets@ocnjcc.org AND TRA-resets@myorangeclerk.com and copy your supervisor and all other personnel who should be aware of request and reset date.

Date of Request:

Officer Name:

Law Enforcement Agency:

Is hereby requesting a reset date for defendant and case no.:

Date and time case is currently set for:

Reason for request:

List all dates within the next 60 days that you are UNAVAILABLE:

The below Notice in Lieu of Subpoena containing the new hearing date will be sent via email from the Civil Traffic Infraction Hearing Office and will be sent to the email address of the requesting officer as well as each email address listed on the original email containing the request for reset date.

FOR COURT USE ONLY

Revised 5/22/14

NOTICE IN LIEU OF SUBPOENA

[] Reset request approved Reset Date:

[] Reset request denied