



Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
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ALBANY, NEW YORK 12210



1789

COURT APPEARANCES AND OVERTIME SUBMISSION
GENERAL ORDER NO: 2.2.05

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PURPOSE: The purpose of this policy is to set forth the policies and procedures regarding court attendance and professional conduct in court related proceedings, as well as to set forth the policies and procedures for overtime submission.

POLICY: It is the policy of the Albany Police Department that personnel shall present a professional image that reflects a positive image of the department while attending court related appearances or overtime details. Personnel shall also follow the procedures set forth in this policy in reference to submitting reimbursement for overtime acquired.

I. COURT APPEARANCES

A. Whenever any employee of this department has occasion to appear in any court, hearing, or conference for any police related matter, the following guidelines apply:

1. Personnel shall receive notice of appearance from the Office of Overtime Planning and Management (OPMO).
2. Notification shall be made in writing and emailed to the employee's department email.

a. In certain cases, personnel may need to provide notes or departmental forms/reports taken at the time of arrest or incident, as dictated by the appearance notice.

3. Personnel must check their department email every day during their tour of duty.
4. Personnel shall follow current guidelines regarding on-duty appearance (e.g., appropriate uniform attire, clean shave, etc.).
5. Personnel reporting to City Court, to attend court appearances as a result of an arrest, are to report at the time indicated on the notice.

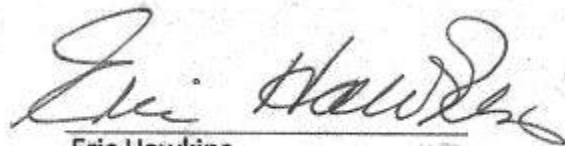
a. The District Attorney's folder shall be completed by personnel at the time of arrest and include all items on the [Albany County District Attorney's Office Initial Document Submission Form](#), APD Form #

375 shown on pages 4 and 5 of this order. Supervisors assigned to Central Booking shall ensure that this is completed.

6. Upon arrival at the appearance point, (County Court, City Court, etc.) the officer shall make the Assistant District Attorney (ADA), or individual in charge of the matter, aware of his/her presence and shall conference the case with the ADA at that time.

II. OVERTIME SUBMISSION:

- A. The following guidelines shall apply when submitting an Overtime Submission Form:
 1. Overtime entries shall be made into Krons utilizing current department guidelines regarding overtime submission:
 - a. Personnel shall select the proper type of reimbursement, the date and times of overtime worked.
 - b. Select the proper OT reason;
 - c. Complete the incident number sections.
 - d. Add appropriate notes in the comments/notes section to include requesting ADA and defendant name.
- B. If the overtime detail was obtained through the Office of Overtime Planning and Management (OPMO), OPMO staff shall create incident numbers for all pre-planned overtime.
- C. Upon selecting/closing details OPMO shall enter them into the overtime database. Personnel shall not obtain incident numbers for pre-planned overtime details.
 - a. If any change has an employee working overtime in place of another, personnel shall circle the employee they are working for.
- D. Overtime Submission Forms/Grant Results Forms:
 1. Whenever an employee works a detail that requires a [Grants Results Form](#), that form shall be submitted to the employee's assigned station, even when the detail is worked in an area covered by another station.
 2. All Grant Result Forms shall be forwarded to and remain on file with OPMO.


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INITIAL DOCUMENT TRANSFER CHECK SHEET

Albany County District Attorney's Office

Day: _____ Date: _____ Time of Arrest: _____ Incident # _____

Defendant's Name (Last, First, MI): _____

Arresting Officer: _____ PIN# _____

Assisting Officer: _____ PIN# _____

The following documents are to be placed in the D.A.'s packet and delivered to the Central Booking Sergeant by the arresting Officer / Detective / Supervisor before leaving South Station:

- Copy of Arrest Record
- SIR / DIR
- Court Information(s)
- Property Barcode Printout Report (evidence)
- Property Report (personal property)
- District Attorney's Felony Sheet
- NYSP Lab Submission Form (when applicable)
- APD Drug Test Affidavit (when applicable)
- Breath Test Results (when applicable)
- Bill of Particulars (when applicable)
- Breath Test Refusal Form (when applicable)
- Oral Admission Forms
- Defendant / Victim / Witness Statements
- Completed Affidavits
- DVR Preservation Request Form
- File 15 (when applicable)

Notes: _____

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INITIAL DOCUMENT TRANSFER CHECK SHEET

Albany County District Attorney's Office

BAIL DETERMINATION FACTORS

1. Character, reputation, habits:

2. Mental condition:

3. Employment and financial resources:

4. Family ties and length of time in area:

5. Criminal history:

Supervisor Receiving: _____ Date / Time: _____