



City of Racine Police Department
Policy and Procedure

Number: 349

Subject: Duties and Responsibilities - Clerk – Subpoenas		
Date issued: 04-14-00	Effective Date: 11-13-12	Revision Number: 3

1. Appointment. The Chief of Police shall appoint the Subpoenas Clerk in accordance with the Personnel Department rules and contractual stipulations.
 - a. He/she shall report to the Courts Sergeant.
 - b. He/she shall maintain the City Hall (Mon-Fri) work schedule.
2. Duties and Responsibilities. The Subpoenas Clerk shall:
 - a. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining in general or specifically to subpoenas.
 - b. Report to work on time, and maintain a regular and consistent attendance history.
 - c. Check E-mail, Voice Mail, and all other assigned mailboxes periodically each workday.
 - d. Accept subpoenas for Department personnel.
 - e. Type the Order for Appearance (PP25) for all subpoenas.
 - f. Distribute the Orders for Appearance and the attached subpoenas to the proper Shift/Unit in a timely manner because subpoenas are date sensitive.
 - g. Track the return of served subpoenas and file them appropriately.
 - h. Maintain the daily log of member's court appearances.
 - i. Check officers in and sign the white copy of the Order of Appearances.
 - j. Distribute the parking passes and maintain the log of their usage.
 - k. Work with the Victim/Witness office on cancellations, changes and requests for information.
 - l. Process the letters of correction on UTCs.
 - m. Assist abandoned vehicle process by ensuring that notices are sent to the registered/titled owners of unclaimed vehicles offering them opportunities to recover their vehicles prior to initiation of the salvage process.
 - n. Work with vehicle owner inquiries to answer questions about procedures and costs relevant to vehicles kept within the impound lot.
 - o. Upon completion of salvage operation, disposition those vehicles in the PHOENIX system to reflect that they were destroyed.
 - p. Prepare form MV2419 "Seized / Abandoned / Unregistered Vehicle Transfer Certificates" to be mailed to purchaser, State and maintain a copy in the salvage folder.
 - q. Maintain a TIME system certification.
 - r. Assist other Department clerical staff on a fill-in or as-needed basis.
 - s. Perform other duties as assigned by the Sergeant of Police – Courts.

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