WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Document Transfer to District Court		Policy # 5.1.32
Accreditation N/A		
Effective Date: January 1, 2008	Revised Date:	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

5.1.32 DOCUMENT TRANSFER TO DISTRICT COURT

A. PURPOSE

To provide guidelines for the proper transfer of documents and monies between the department and District Court.

To provide accountability and acknowledgment of all documents and/or monies being manually transferred between this department and District Court.

B. PROCEDURES

1. Citations - Officers, when finished writing citations will return them to the patrol section and place in the proper bin for processing.

2. Criminal Complaints for the Patrol Unit will also be placed in the report bin for processing before forwarding to District Court. The Patrol Unit supervisor will transfer all documents, citations, and monies, daily to police administration for processing.

3. Once received by administrative staff they will enter all pertinent information in computer, mark documents accordingly and prepare for transfer to District Court.

4. Administrative staff will fill out document transfer form to include all items that will be forwarded to District Court that day.

5. The documents to be transferred will be placed in document transfer folder. The transfer form will be attached.

6. Once notified by administrative staff, shift supervisor will see that these documents are transferred to District Court that same day.

7. Transporting officer will be responsible for delivery of all documents listed on form.

8. Transporting officer will complete township portion of form and return completed transfer form with folder to administration office after delivery of documents.

9. Anyone adding/removing documents from this folder prior to delivery will record same in proper section and initial alongside the added/removed item.

10. All documents, etc. received from District Court will be returned to administrative office for recording prior to distribution to units of the department.