

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: Scheduling Court Dates for Citation Release
Number EO-17-017
Effective Date June 13, 2017
Related To: GO-PCA-502.06 (Citation Release Program) GO-PCA-701.01 (Courts and Hearings) GO-PCA-701.06 (Court Appearance Notifications) SO-10-10 (Processing Arrestees Eligible for Bond, Citation Release and "Elect to Forfeit") SOC-10-04 [SO-10-10 (Processing Arrestees Eligible for Bond, Citation Release and "Elect to Forfeit")]

I. PURPOSE

The purpose of this executive order is to provide members with updated instructions for ensuring they schedule the correct court date for arrestees who are released on citation.

II. PROCEDURES

A. Members shall use the "Master Citation Calendar Dates" specific to the police district **where the arrest occurred** when scheduling citation dates. The "Master Citation Calendar Dates" are available on the District of Columbia Courts website.

1. To access the "Master Citation Calendar Dates," members shall:

a. Access the District of Columbia Courts' website directly at: http://www.dccourts.gov/internet/legal/aud_criminal/criminalforms.jsf;

OR

b. Access the website via the MPD Inside page by:

(1) Clicking on the "PEP Arrest Packages" link under the "Investigative Services" heading;

(2) Clicking on the link titled, "[Click here for the link to the Superior Court of the District of Columbia Notice to Appear in Court or Post and Forfeit](#)"

2. Once at the Courts' website, members shall click on the link for the district **where the arrest occurred**:

- a. Master Citation Calendar Dates 1D, 3D, 4D;
 - b. Master Citation Calendar Dates 2D, 5D, 6D; or
 - c. Master Citation Calendar Dates 7D, USPP, and USCP.
3. When reviewing the calendar, members shall be aware that the “Week of” date provided by the Courts covers the **previous** week of arrests. For example, for the Master Citation Calendar Dates 7D, USPP, USCP:

Week of:	Covers Arrest Dates:	Citation Date
April 1, 2017	Sunday, March 26 - Saturday, April 1	April 19, 2017
April 8, 2017	Sunday, April 2 - Saturday, April 8	April 26, 2017
April 15, 2017	Sunday, April 9 - Saturday, April 15	May 3, 2017

- B. Members with questions regarding scheduling citation dates may contact the Court Liaison Division at 202-727-4467.



Peter Newsham
Chief of Police

PN:KDO:MOC:KDB