



MYRTLE BEACH POLICE DEPARTMENT

GENERAL ORDER

Subject: *Juvenile Transport Subpoenas*

Number: *811-A*

Effective Date: *October 10, 2003*

Revised Date: 8-19-10

Rescinds: *Procedural Agreement with Solicitor's Office*
 Juvenile Transport Subpoenas 811

Dated: *5-24-99*
 10-10-03

Approved By:

PURPOSE

The purpose of this General Order is to revise and clarify the Procedural Agreement between the Myrtle Beach Police Department and the Fifteenth Judicial Circuit Solicitor's Office/Family Court Division regarding Juvenile Transport Subpoenas and Emergency Hearing Subpoenas for Arresting Officers.

PROCEDURE

Amended this 10th day of October 2003, the following procedural guidelines will be placed into operation:

1. Solicitor's Office

A. Upon issuance of a Juvenile Transport Subpoena and/or a subpoena notifying the arresting officer(s) of a court date and appearance requirement that the Solicitor's Office intends to send via facsimile (fax) machine, the Solicitor's Office representative will:

1) Call **918-1301** to inform the Myrtle Beach Police Department of the incoming fax information through one of the following staff members:

Melinda Cannon

Susan Haring

Jodi Williams

2) Fax the subpoena and accompanying information to the Administrative Division fax number **918-1377**.

2. Myrtle Beach Police Department

- A. Upon telephone notification of an incoming fax from the Solicitor's Office/Family Court, the Administrative staff member receiving the call will:
- 1) Arrange to standby at the Administrative Division fax machine;
 - 2) Upon receipt of the fax information, verify receipt of all listed documents and acknowledge receipt by telephone contact with the representative of the Solicitor's Office/Family Court Division;
 - 3) The receiving Administrative Division staff member will make two copies of the documents (subpoenas) and distribute as follows:
 - a) Original -- hand delivered to the Uniform Division Captain, Support Services Division Captain or designee.
 - b) Copy -- will be placed in an Administrative file after the receiving Captain or designee has signed the copy acknowledging receipt.
 - c) Copy -- delivered via Division Commander distribution to the officer(s) named on the subpoena.
 - 4) In the absence of both Division Captains listed in (c) above, the acting Division Commander (Lieutenant) for either of the respective divisions will receive the documents for processing.
 - 5) The supervisory officer receiving the subpoenas will arrange to have department personnel assigned to deliver the juvenile detainee to court as per the directions on the subpoena. The responsible supervisory officer will utilize available resources from any of the four divisions when possible to minimize unnecessary demands on a single division. This will require cooperation and coordination between all Division Commanders.