

Requirements Prior to Rotation - Procedure

Effective: October 2018

From: Phyllis Redmond, Chief Assistant District Attorney



Prior to rotation, please address the following:

Ergo Equipment

- If you have ergo equipment that needs to be moved/installed, discuss the move with your current Office Manager so that a work order can be completed. Advise your OM of the following:
 - What needs to be moved/installed;
 - Where it is to be installed (for example, ergo keyboard tray – where on desk).

Voicemail

- If you have a voicemail to email function, let your new OM know that you will need your voicemail transferred to your new office number
- Set the phone voicemail pin number in the office you are moving from to your office desk phone number

Clean Your Desk and Office

- Return your extra supplies to the supply room; place supplies where they belong
- During the office clean-up day, there will be boxes placed on each floor/office for you to put the following items:
 - Open Files
 - Closed Files (front of the file needs the plea and sentencing information)
 - Metro Return Files (these are files that were pulled from off-site storage; on the back of the file is a hand-written box number)
 - Shred
 - E-Waste
 - Recycle (paper items only)

Cases / Filings (Attorneys)

- Complete all assigned tasks prior to rotation and discuss with your supervisor if any outstanding tasks need re-assignment
- New case logins will stop two weeks prior to rotation day
- Pre-Assigned Cases
 - Discuss with your supervisor any need for case reassignment
 - If a case is being re-assigned, put a memo detailing the procedural status of case and what remains to be done on left side of file and copy & paste this memo into PbK notes.
 - Let the Calendar Clerk know what is happening to those cases
- Closed Files
 - All evidence is to be given back to the Police Agency; please do not give it to clerical staff
- Filings
 - **All filings must be completed and submitted to clerical before you rotate**

Miscellaneous

- If you received any actual keys, return to the Office Manager prior to leaving
- Leave rolling carts, or any other items that belong to that office in that office
- Notify I.T. if you are not transferring on scheduled transfer date