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TO: All Staff

FROM: Senior DA Lynn Uilkema
Attorney Supervisor for Clerical Division

DATE: February 8, 2018

SUBJECT: Policy Regarding Trailing of Cooperative Personal Serve Witnesses

Effective immediately, clerical staff is authorized to trail cooperative personal serve witnesses at the request of investigative or attorney staff. Clerical staff are not tasked with the responsibility of determining the level of cooperation of a personal serve witness; instead, they should rely upon the representations of the investigative or attorney staff for this determination.

Should investigative staff wish clerical staff to assume this responsibility, the investigator making the determination that the witness is cooperative should make the request to clerical via email.

Chief Mulligan has reviewed and approves this policy.

Thank you,

L. Uilkema