



# AGENDA

REGULAR MEETING OF  
THE PUBLIC SAFETY  
COMMITTEE  
FEBRUARY 16, 2021  
4:00 PM  
ATTEND VIRTUALLY

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## SPECIAL PROCEDURES FOR PUBLIC SAFETY COMMITTEE MEETING

**Attendance:** In response to the State’s declaration of a Public Health Emergency, the Mayor’s Proclamation of Emergency, and the ban on public gatherings in excess of those permitted in the current Public Health Order, the Public Safety Committee meetings will be conducted virtually.

**Viewing:** Members of the public may join the Zoom meeting by internet or phone, as follows:

**Internet:** To join the Zoom meeting on the internet using a computer, laptop, smartphone, or tablet, use the following link: <https://santafenm.gov.zoom.us/j/91364964661?pwd=MkhiVUpSSEtXdGQ4M01zV2NZWFcwUT09>.

**Passcode: 809305**

Attendees should use the “Raise Hand” function to be recognized by the Chair to speak at the appropriate time.

**Phone:** To join the Zoom meeting using a phone, use the following phone numbers and Webinar ID: **US: 1 (346) 248-7799 - Webinar ID: 913 6496 4661 - Passcode: 809305**  
Phone attendees should press \*9 to use the “Raise Hand” function to be recognized by the Chair to speak at the appropriate time.

The agenda and packet for the meeting will be posted at <https://santafe.primegov.com/public/portal>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**



# AGENDA

REGULAR MEETING OF  
THE PUBLIC SAFETY  
COMMITTEE  
FEBRUARY 16, 2021  
4:00 PM  
ATTEND VIRTUALLY

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- a. November 5, 2020 Minutes
5. **MATTERS FROM POLICE, CHIEF ANDREW PADILLA**
  - a. January 2021 Crime Stats
6. **MATTERS FROM FIRE, CHIEF PAUL BABCOCK**
7. **MATTERS FROM RECC, VANESSA MARQUEZ**
8. **MUNICIPAL COURT REPORT**
  - a. December 2020 and January 2021 Court Report
9. **COMMUNICATIONS FROM THE FLOOR**
10. **MATTERS FROM THE COMMITTEE**
11. **NEXT MEETING: No Meeting Scheduled**
12. **ADJOURN**



# MINUTES

REGULAR MEETING OF  
THE PUBLIC SAFETY  
COMMITTEE  
NOVEMBER 5, 2020  
1:00 PM  
VIRTUAL MEETING

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## 1. ROLL CALL

### Members Present:

Councilor Chris Rivera  
Herbert Harris, Jr.  
Joe Arellano  
Dr. Nancy Owen-Lewis  
Stephen Tapke  
Gerald Joyce

### Members Excused:

Dr. Mike Mier

### Others Attending:

Alan Webber, Mayor  
Andrew Padilla, Police Chief  
Paul Babcock, Fire Chief  
Vanessa Marquez, RECC Director  
Paul Joye, Deputy Police Chief  
Ben Valdez, Deputy Police Chief  
Matthew Champlin, Patrol Captain  
Jessica Pfeifer, Administrative Manager

## 2. APPROVAL OF AGENDA

**MOTION:** Member Tapke moved, seconded by Member Dr. Owen-Lewis, to approve the agenda.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Member Arellano, Member Harris, Member Tapke, Member Joyce, Member Dr. Owen-Lewis

**Against:** None

**Abstain:** None



# MINUTES

REGULAR MEETING OF  
THE PUBLIC SAFETY  
COMMITTEE  
NOVEMBER 5, 2020  
1:00 PM  
VIRTUAL MEETING

---

### 3. APPROVAL OF MINUTES

- a. Approval of February 18, 2020 Minutes

**MOTION:** Member Tapke moved, seconded by Member Joyce, to approve the Minutes as presented.

**VOTE:** The motion was approved on the following Roll Call vote:

**For:** Councilor Rivera, Member Arellano, Member Harris, Member Tapke, Member Joyce, Member Dr. Owen-Lewis

**Against:** None

**Abstain:** None

### 4. ACTION ITEMS: DISCUSSION

- a. PLAZA OBELISK. (Andrew Padilla, Chief of Police)  
b. 2021 MEETING CALENDAR

### 5. MATTERS FROM POLICE, CHIEF ANDREW PADILLA

### 6. MATTERS FROM FIRE, CHIEF PAUL BABCOCK

### 7. MATTERS FROM THE RECC, DIRECTOR VANESSA MARQUEZ

### 8. MUNICIPAL COURT REPORT

### 9. COMMUNICATIONS FROM THE FLOOR

### 10. MATTERS FROM COMMITTEE MEMBERS

### 11. NEXT MEETING: TBD

### 12. ADJOURNMENT

End: 3:25pm



# MINUTES

REGULAR MEETING OF  
THE PUBLIC SAFETY  
COMMITTEE  
NOVEMBER 5, 2020  
1:00 PM  
VIRTUAL MEETING

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Approved by:

\_\_\_\_\_  
Chris Rivera, Public Safety Chair

Submitted by:

\_\_\_\_\_  
Jessica Pfeifer, Public Safety Liaison



Base Occurrences

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Murder (Homicide)	3												3
Robbery	4												4
Motor Vehicle Theft	23												23
Arson	0												0
<b>Rape</b>													
Criminal Sexual Penetration (Adult)	2												2
Criminal Sexual Penetration (Minor)	1												1
<b>Burglary</b>													
Burglary-Commercial	11												11
Breaking & Entering-Commercial	4												4
Burglary-Residential	13												13
Breaking & Entering-Residential	4												4
<b>Larceny</b>													
Larceny-All	98												98
Burglary-Auto	58												58
<b>Assault/Battery</b>													
Assault/Battery (Simple)	45	0	0	0	0	0	0	0	0	0	0	0	45
Assault/Battery (Aggravated)	37	0	0	0	0	0	0	0	0	0	0	0	37

\*\*Above 2019 overall Monthly Average

	Prior Month Changes		
	Dec	Jan	Changes
Murder (Homicide)	0	3	300.00%
Robbery	6	4	-33.33%
Motor Vehicle Theft	39	23	-41.03%
Arson	0	0	0.00%
<b>Rape</b>	<b>4</b>	<b>3</b>	<b>-25.00%</b>
Criminal Sexual Penetration (Adult)	3	2	-33.33%
Criminal Sexual Penetration (Minor)	1	1	0.00%
<b>Burglary</b>	<b>44</b>	<b>32</b>	<b>-27.27%</b>
Burglary-Commercial	20	11	-45.00%
Breaking & Entering-Commercial	0	4	400.00%
Burglary-Residential	16	13	-18.75%
Breaking & Entering-Residential	8	4	-50.00%
<b>Larceny</b>	<b>146</b>	<b>156</b>	<b>6.85%</b>
Larceny-All	95	98	3.16%
Burglary-Auto	51	58	13.73%
<b>Assault/Battery</b>	<b>86</b>	<b>82</b>	<b>-4.65%</b>
Assault/Battery (Simple)	56	45	-19.64%
Assault/Battery (Aggravated)	30	37	23.33%

	YTD - Year to Year Changes		
	2020	2021	Changes
Murder (Homicide)	1	3	200.00%
Robbery	7	4	-42.86%
Motor Vehicle Theft	26	23	-11.54%
Arson	3	0	-100.00%
<b>Rape</b>	<b>3</b>	<b>3</b>	<b>0.00%</b>
Criminal Sexual Penetration (Adult)	3	2	-33.33%
Criminal Sexual Penetration (Minor)	0	1	100.00%
<b>Burglary</b>	<b>38</b>	<b>32</b>	<b>-15.79%</b>
Burglary-Commercial	14	11	-21.43%
Breaking & Entering-Commercial	0	4	400.00%
Burglary-Residential	18	13	-27.78%
Breaking & Entering-Residential	6	4	-33.33%
<b>Larceny</b>	<b>203</b>	<b>156</b>	<b>-23.15%</b>
Larceny-All	154	98	-36.36%
Burglary-Auto	49	58	18.37%
<b>Assault/Battery</b>	<b>83</b>	<b>82</b>	<b>-1.20%</b>
Assault/Battery (Simple)	61	45	-26.23%
Assault/Battery (Aggravated)	22	37	68.18%

RESPONSE TIMES - Monthly Changes			
Median Time - Call Start to Dispatch			
	Dec	Jan	Changes
Priority 1	0:11:53	0:10:16	-13.60%
Priority 2	0:22:49	0:25:58	13.81%
Priority 3	0:18:40	0:20:59	12.41%

RESPONSE TIMES - Monthly Changes			
Median Time - Dispatch to Arrival			
	Dec	Jan	Changes
Priority 1	0:06:40	0:06:31	-2.25%
Priority 2	0:07:08	0:07:00	-1.87%
Priority 3	0:06:40	0:05:37	-15.75%

CALLS FOR SERVICE			
Monthly Changes			
	Dec	Jan	Changes
Dispatched	3654	3680	0.71%
Self Initiated	1473	1679	13.99%
Total	5127	5359	4.53%

	2020	2021	Changes
Overall Total	364	303	-16.76%

\*\*denotes an increase

Overall Total



# City of Santa Fe, New Mexico

2511 Camino Entrada, P.O. Box 909, Santa Fe, N.M. 87504-0909

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## MUNICIPAL COURT

*Virginia Vigil, Municipal Judge*

Phone: (505) 955-5070

Fax: (505) 955-5159

### *Memo*

To: Public Safety Committee Jessica Pfeifer

From: Virginia Vigil   
Municipal Court Judge

Date: 2/3/2021

Re: Packet for the State of Santa Fe Municipal Court

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Enclosed please find the State of Santa Fe Municipal Court information for your packet.

Enclosed are the statistics from January 2021, December 2020, and yearly comparisons.

Enclosed are the new procedures for trials and motions hearings conducted via zoom and new procedures for traffic trial pleas.

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# City of Santa Fe, New Mexico

2511 Camino Entrada, P.O. Box 909, Santa Fe, N.M. 87504-0909

## MUNICIPAL COURT

*Virginia Vigil, Municipal Judge*

Phone: (505) 955-5070

Fax: (505) 955-5159

## *Memo*

To: Mayor and City Councilors  
City Attorney Erin McSherry  
City Manager Jarel LaPan Hill  
Public Safety Committee Jessica Pfeifer

From: Virginia Vigil   
Municipal Court Judge

Date: 2/2/2021

Re: Municipal Court Monthly Report: January 2021

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Enclosed please find the January 2021 monthly report.

We have also included the statistics for the last 6 months.

We have included the community service information as requested.

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MUNICIPAL COURT MONTHLY STATISTICS REPORT FOR JANUARY 2021	JAN 2021	DEC 2020	NOV 2020	OCT 2020	SEPT 2020	AUG 2020
<b>1. NUMBER OF CASES FILED FOR MONTH</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
<b>Traffic Violations</b>	174	165	177	386	482	251
Traffic Citations (court appearance)	152	130	160	294	432	208
Penalty Assessments (court only collects money)	22	35	17	92	50	43
* Cell phone violation 12-6-12.18(6) (included in both court appearance & penalty assessments)	5	1	2	7	29	12
<b>Criminal Cases</b>	56	89	39	44	50	44
DUIs	14	9	11	12	14	14
Shoplifting	16	24	0	4	10	4
Petty Misdemeanors	23	49	22	18	22	20
Revoked	3	7	6	10	4	6
<b>Code Enforcement</b>	1	2	3	7	0	5
<b>Animal Control</b>	0	2	5	3	0	7
<b>2. ARRAIGNMENTS</b> (many arraignments result in pleas)						
<b>Traffic Arraignments</b>	76	82	123	264	167	155
<b>Criminal arraignments</b>	96	62	49	111	80	46
DUIs	12	9	14	14	14	12
Shoplifting	30	15	5	29	13	9
Petty Misdemeanors	46	29	24	60	47	20
Revoked	8	9	6	8	6	5
<b>Parking</b>	0	0	0	0	0	0
<b>Animal</b>	2	1	5	3	6	2
<b>Code Enforcement</b>	1	1	4	4	0	4
<b>3. TRIALS</b>	6	7	9	3	3	1
1) with attorney(s)	3	1	5	2	3	1
2) with police officers	3	6	4	1	0	0
1) Animal	0	0	0	0	0	0
2) Traffic	3	6	6	2	1	0
3) Misdemeanor/shoplifting	1	0	0	0	0	0
4) Code Enforcement	0	0	0	0	0	0
5) DUI	2	1	3	1	2	1
6) Revoked	0	0	0	0	0	0
<b>4. BENCH WARRANTS ISSUED</b>	211	127	65	163	206	125
<b>5. HOMELESS COURT</b>	0	0	0	0	0	0
<b>6. COMMUNITY SERVICE – TOTAL</b>	140	96	280	276	48	226
1) Community service hours – penalties	80	96	264	269	8	144
2) Community service hours – in lieu of fines	60	0	16	7	40	82

**MUNICIPAL COURT FINES AND FEES DISTRIBUTION REPORT**  
**January 2021**

Animal Control	11001.451200	\$160.00
Court Fines	11001.450200	\$7,911.00
Parking	51150.450610	
Traffic Violations	11001.450900	\$96.00
	<b>TOTAL FINES:</b>	<b>\$8,167.00</b>
Automation Fee (AOC)	21202.432100	\$ 1,196.00
Bench Warrants (City)	21224.432150	\$ 1,193.00
Calming Fees (City)	31775.450850	\$ 1,722.00
Copies/Misc. (City)	11001.471400	\$ 9.50
Corrections Fees (City) - PD	21201.432300	\$ 4,263.99
Corrections Fees (City) - Muni. Court	21225.432300	\$ 2,132.01
Court Admin. Fee (City)	21225.432310	\$ 2,017.75
DWI Lab Fees (AOC)	21202.432200	\$ 1,149.00
Muni. Court DWI (Screening & Tracking Fee) (Old line item - 21228.432000)	11001.432000	\$ 2,437.00
Home Detention (City) (Old line item 21225.43213)	21201.432130	\$ 410.00
In House Automation (City)	21130.432100	\$ 402.00
Judicial Education Fees (JEC)	21202.431800	\$ 592.00
Police Safety Fees (City)	21224.432120	\$ 964.00
Prevention Fees (AOC)	21202.450400	\$ 828.00
Substance Abuse Fee (AOC)	21202.432350	
	<b>TOTAL FEES:</b>	<b>\$ 19,316.25</b>

City	AOC	JEC
\$160.00		
\$7,911.00		
\$0.00		
\$96.00		
	\$ 1,196.00	
\$ 1,193.00		
\$ 1,722.00		
\$ 9.50		
\$ 4,263.99		
\$ 2,132.01		
\$ 2,017.75		
\$ 1,149.00	\$ 1,149.00	
\$ 2,437.00		\$ -
\$ 410.00		
\$ 402.00		
\$ 592.00		\$ 592.00
\$ 964.00		
\$ 828.00	\$ 828.00	
\$ -	\$ -	
\$26,287.25	\$3,173.00	\$592.00

**TOTAL FINES AND FEES:** \$27,483.25  
**City: Money remains with the City of Santa Fe:** \$26,287.25  
**AOC: Money is submitted to the State of NM, Admin. Office of the Courts:** \$3,173.00  
**JEC: Money is submitted to the NM Judicial Education Center:** \$592.00

\$30,052.25

MUNICIPAL COURT MONTHLY STATISTICS REPORT FOR DECEMBER 2020	DEC 2020	NOV 2020	OCT 2020	SEPT 2020	AUG 2020	JULY 2020
<b>1. NUMBER OF CASES FILED FOR MONTH</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
<b>Traffic Violations</b>	165	177	386	482	251	281
Traffic Citations (court appearance)	130	160	294	432	208	238
Penalty Assessments (court only collects money)	35	17	92	50	43	43
* Cell phone violation 12-6-12.18(6) (included in both court appearance & penalty assessments)	1	2	7	29	12	8
<b>Criminal Cases</b>	89	39	44	50	44	47
DUIs	9	11	12	14	14	13
Shoplifting	24	0	4	10	4	5
Petty Misdemeanors	49	22	18	22	20	25
Revoked	7	6	10	4	6	4
<b>Code Enforcement</b>	2	3	7	0	5	5
<b>Animal Control</b>	2	5	3	0	7	7
<b>2. ARRAIGNMENTS</b> (many arraignments result in pleas)						
<b>Traffic Arraignments</b>	82	123	264	167	155	165
<b>Criminal arraignments</b>	62	49	111	80	46	74
DUIs	9	14	14	14	12	16
Shoplifting	15	5	29	13	9	14
Petty Misdemeanors	29	24	60	47	20	32
Revoked	9	6	8	6	5	12
<b>Parking</b>	0	0	0	0	0	0
<b>Animal</b>	1	5	3	6	2	5
<b>Code Enforcement</b>	1	4	4	0	4	0
<b>3. TRIALS</b>	7	9	3	3	1	3
1) with attorney(s)	1	5	2	3	1	2
2) with police officers	6	4	1	0	0	1
1) Animal	0	0	0	0	0	0
2) Traffic	6	6	2	1	0	2
3) Misdemeanor/shoplifting	0	0	0	0	0	0
4) Code Enforcement	0	0	0	0	0	1
5) DUI	1	3	1	2	1	0
6) Revoked	0	0	0	0	0	0
<b>4. BENCH WARRANTS ISSUED</b>	127	65	163	206	125	280
<b>5. HOMELESS COURT</b>	0	0	0	0	0	0
<b>6. COMMUNITY SERVICE – TOTAL</b>	96	280	276	48	226	133
1) Community service hours – penalties	96	264	269	8	144	96
2) Community service hours – in lieu of fines	0	16	7	40	82	37

**MUNICIPAL COURT FINES AND FEES DISTRIBUTION REPORT**  
**December 2020**

Animal Control	11001.451200	\$425.00
Court Fines	11001.450200	\$7,930.00
Parking	51150.450610	
Traffic Violations	11001.450900	\$257.00
	<b>TOTAL FINES:</b>	<b>\$8,612.00</b>
Automation Fee (AOC)	21202.432100	\$ 1,206.00
Bench Warrants (City)	21224.432150	\$ 447.00
Calming Fees (City)	31775.450850	\$ 2,881.00
Copies/Misc. (City)	11001.471400	\$ 2.25
Corrections Fees (City) - PD	21201.432300	\$ 4,023.33
Corrections Fees (City) - Muni. Court	21225.432300	\$ 2,011.67
Court Admin. Fee (City)	21225.432310	\$ 2,011.00
DWI Lab Fees (AOC)	21202.432200	\$ 1,442.00
Muni. Court DWI (Screening & Tracking Fee) (Old line item - 21228.432000)	11001.432000	\$ 2,175.00
Home Detention (City) (Old line item 21225.43213)	21201.432130	\$ 230.00
In House Automation (City)	21130.432100	\$ 398.00
Judicial Education Fees (JEC)	21202.431800	\$ 601.00
Police Safety Fees (City)	21224.432120	\$ 1,009.00
Prevention Fees (AOC)	21202.450400	\$ 1,251.75
Substance Abuse Fee (AOC)	21202.432350	
	<b>TOTAL FEES:</b>	<b>\$ 19,689.00</b>

City	AOC	JEC
\$425.00		
\$7,930.00		
\$0.00		
\$257.00		
	\$ 1,206.00	
\$ 447.00		
\$ 2,881.00		
\$ 2.25		
\$ 4,023.33		
\$ 2,011.67		
\$ 2,011.00		
\$ 1,442.00	\$ 1,442.00	
\$ 2,175.00		\$ -
\$ 230.00		
\$ 398.00		
\$ 601.00		\$ 601.00
\$ 1,009.00		
\$ 1,251.75	\$ 1,251.75	
\$ -	\$ -	
\$27,095.00	\$3,899.75	\$601.00

\$31,595.75

**TOTAL FINES AND FEES:** \$28,301.00  
**City: Money remains with the City of Santa Fe:** \$27,095.00  
**AOC: Money is submitted to the State of NM, Admin. Office of the Courts:** \$3,899.75  
**JEC: Money is submitted to the NM Judicial Education Center:** \$601.00

**MUNICIPAL COURT YEARLY STATISTICS REPORT**

1. NUMBER OF CASES FILED FOR MONTH	2020		2019		2018		2017		2016		2015		2014	
	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
<b>Traffic Violations</b>														
Traffic Citations (court appearance)	3521	4279	4706	5665	4270	5237	5690	6874	6378	7869	9018	10667	11814	13669
Penalty Assessments (court only collects money)	758		959		967		1184		1491		1649		1855	
* Cell phone violation 12-6-12.18(6) (included in both court appearance & penalty assessments)	230		498		139		232		276		234		399	
<b>Criminal Cases</b>														
DUIs	167	821	268	1184	312	1628	234	1838	194	2133	172	1912	95	1922
Shoplifting	165		323		436		486		486		450		475	
Petty Misdemeanors	402		478		737		970		1301		1153		1211	
Revoked	87		115		143		148		152		137		141	
<b>Code Enforcement</b>														
Animal Control	23		18		29		2		27		3		8	
	64		175		264		221		226		242		205	
<b>2. ARRAIGNMENTS</b>														
(many arraignments result in pleas)														
<b>Traffic Arraignments</b>														
Criminal arraignments	2378		3488		4440		5439		6966		6783		8272	
DUIs	171		265		343		271		206		117		135	
Shoplifting	219		399		825		940		786		642		665	
Petty Misdemeanors	445		543		1212		1893		1871		1415		1579	
Revoked	114		131		252		273		226		189		193	
<b>Parking</b>														
Animal	0		8		2		4		14		1149		1340	
<b>Code Enforcement</b>														
	56		119		214		209		219		226		151	
	13		5		16		3		15		3		6	
<b>3. TRIALS</b>														
	49		49		42		54		113		126		124	
1) with attorney(s)	17		18		14		28		25		54		29	
2) with police officers	32		31		28		26		88		72		95	
1) Animal	1		2		1		1		4		16		13	
2) Traffic	37		33		28		28		94		67		80	
3) Misdemeanor/shoplifting	0		1		0		3		0		1		4	
4) Code Enforcement	1		0		0		0		1		0		2	
5) DUI	10		13		13		22		11		36		8	
6) Revoked	0		0		0		0		3		6		3	
<b>4. BENCH WARRANTS ISSUED</b>														
	1833		2158		2933		2910		2512		2340		2378	
<b>5. HOMELESS COURT</b>														
	25		86		205		277		271		254		227	
<b>6. COMMUNITY SERVICE – TOTAL</b>														
1) Community service hours – penalties	2132	2546	4701	5575	4060	5019	3867	6259	5987	10926	6499	11077	6649	11817
2) Community service hours – in lieu of fines	414		874		959		2392		4939		4578		5168	





# City of Santa Fe, New Mexico

2511 Camino Entrada, P.O. Box 909, Santa Fe, N.M. 87504-0909

## MUNICIPAL COURT Virginia Vigil, Municipal Judge

Phone: (505) 955-5070

Fax: (505) 955-5159

September 14, 2020

Subject: Trials/Motion Hearings

The following procedures will be adhered to until further notice in response to the COVID-19 Health Crisis.

All trials/motions hearing will be conducted by Zoom video.

### **Setting a Zoom Trial/ Motion hearing**

Once the parties request a trial/motions hearing, the court will send a Zoom link via email to the parties. \*Defendants and/or witnesses who do not have the ability to Zoom- Parties shall notify the court at the time a trial/motion hearing is requested and the court will have a laptop set up at the courthouse for them to use.

### **Witnesses**

The party calling the witness is responsible for ensuring the witness has a separate video and audio feed. \*Defendants and/or witnesses who do not have the ability to Zoom- Parties shall notify the court at the time a trial/motion hearing is requested and the court will have a laptop set up at the courthouse for them to use.

It is the responsibility of the party offering the witness to ensure that the witness has the link to the proceedings

### **Rule of Exclusion**

Witnesses will be asked to leave the meeting and the party calling the witness is responsible for ensuring the witness rejoins the meeting at the time of their testimony.

### **Exhibits in Zoom Trials/Motion Hearings.**

1. No later than forty-eight (48) hours before the start of any hearing held by telephonic or audio-video connection at which a party plans to offer documentary and/ or video exhibits for admission, unless otherwise directed by the court, the offering party shall submit the following to the court with a copy to the opposing parties:

- (a) the proffered exhibits; and
- (b) an exhibit list that indicates whether the parties stipulate or object to the admission of each proffered exhibit and, if opposed, the grounds for any objections.



# City of Santa Fe, New Mexico

2511 Camino Entrada, P.O. Box 909, Santa Fe, N.M. 87504-0909

## MUNICIPAL COURT *Virginia Vigil, Municipal Judge*

Phone: (505) 955-5070

Fax: (505) 955-5159

2. If it appears that one or more proffered exhibits will be opposed, the presiding judge may hold an evidentiary hearing prior to the hearing at which the exhibits are sought to be admitted in order to resolve objections to the admission of exhibits.

3. The admission of exhibits opposed on foundational or authentication grounds may be conditionally admitted pending witness testimony, but purely legal objections to the admission of an exhibit may be resolved before the hearing for which the exhibits are sought to be admitted.

### **Court Interpreters**

Defendant and/or witnesses requiring the use of a Court Interpreter shall make a request at the time a trial/motion hearing is requested.

### **Zoom Procedure for Joining a Zoom Trial/Motions Hearing**

Either click on the link provided from the Court OR

Open web browser on device

Go to website [zoom.us](https://zoom.us)

Click on the upper right "Join a Meeting"

Enter the meeting number – JOIN enter password

- If using app on cellular device, open app. "Join a Meeting"
  - Enter meeting number, your name and JOIN

Join with audio and video

### **Zoom Instructions during Zoom Trial/Motions Hearing**

Mute/Unmute microphone

Start/Stop Video to turn camera on/off during meeting

Participants' icon will display the all included in the meeting

Share screen – if needed to share screen for video, photo, document display, click on "share screen" which will allow all participants in the meeting to see what is on the computer

- Please stop share when finished with presentment

ZOOM Help/Support – <https://support.zoom.us/hc/en-us>  
<https://zoom.us/resources>



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### MEMO

FROM: Chad Chittum, Staff Attorney  
Santa Fe Municipal Court

DATE: January 4, 2021

SUBJECT: Traffic Trial Pleas/Trials

In response to the Covid-19 Pandemic, the Santa Municipal Court will now be implementing a procedure to give officers the option of submitting a signed plea agreement or request a trial date prior to the first "Traffic Trial" date.

- Officers contact their defendants prior to their scheduled Traffic Trial date.
- Officers discuss the case with the defendant and should the officer and defendant come to an agreement:

The officer may send the plea agreement to the defendant for their signature, officer signs the plea agreement and the submits the signed copy of the plea agreement to the court at [sfpdcrtfile@santafenm.gov](mailto:sfpdcrtfile@santafenm.gov) OR if not practical to get a defendant's signature, the officer may note the defendant approves the plea telephonically on the plea agreement, officer signs the plea agreement and then submits a signed copy of the plea agreement to the court at [sfpdcrtfile@santafenm.gov](mailto:sfpdcrtfile@santafenm.gov)

- Once the signed plea agreement has be completed and submitted, the case will be changed to a plea hearing (same date and time as the original Traffic Trial) which will be conducted via telephone for all parties. Please submit updated contact information for officers and the defendant.
- If the officer and defendant are unable to reach a plea agreement and they want to go to trial. The officer will inform the court via email and request a trial be set.

**\*all signed plea agreements and requests for trials shall be submitted to the court no later than the Friday before the scheduled "Traffic Trial" date at 3:00pm**