



# SYKESVILLE POLICE DEPARTMENT

Court Attendance

General Order 2-1

Effective: 02/10/17

Authorized By: *Michael A. Spaulding* Chief of Police

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## I. PURPOSE

To provide the procedures for court attendance by officers of the Sykesville Police Department.

## II. POLICY

It is the policy of the Sykesville Police Department to require each officer to attend his/her required court proceedings when duly notified and to represent the Sykesville Police Department in the most favorable manner.

## III. PROCEDURES

- A. Employees testifying in court shall give proper attention to their person and clothing to insure they present a neat, clean and professional appearance. Personnel will wear either the uniform of the day or proper business attire.
- B. Employees will leave their assignments in time to arrive at court at least fifteen minutes before their scheduled appearance. Employees, whether on or off-duty, will notify dispatch when they are enroute to a court assignment as well as when they are clear. When the court appearance is completed, members, if still on-duty, will report back on assignment notifying their supervisor or dispatch that they are now available.
- C. If for any reason a member is unable to appear in court at the required time, the member shall inform their supervisor or the supervisor on duty to notify the State's Attorney's Office and/or the court as far in advance as possible. If the member arrives late, through unexpected causes, the member shall make explanation to the State's Attorney or other court official. The member shall not leave until the conclusion of the case, unless given permission by either the State's Attorney or the court official.
  1. When officers need to have a case continued in the District Court, they will make written notification to the court and with supervisory approval, personally deliver it to the Clerk of the District Court, or email it to the Clerk and request a read receipt to confirm the message has been read.
  2. The Clerk's Office will notify the Police Department when cases are either continued or not continued. Officers are not to assume that a case is continued until and unless they are notified of such.

- D. In any instance where a member's case is dismissed due to late arrival or absence, the member will report the incident in writing through the chain of command to the Chief of Police.
- E. When an employee is subpoenaed/summoned to appear in two different courts at the same time, the member shall notify the State's Attorney, victim/witness coordinator, or court clerk of the cases in the other courtrooms.
- F. It shall be the responsibility of each officer to check the Maryland District Court Traffic System Officer Trial Date Schedule online at [www.mdcourts.gov/district/](http://www.mdcourts.gov/district/). If a court date is listed and a summons/subpoena has not been received for that date, the affected officer is to call the court clerk's office to ascertain if their appearance is needed in court. This listing is updated every two weeks.
- G. Supervisors of members submitting leave requests are required to check the Maryland District Court Traffic System Officer Trial Date Schedule online at [www.mdcourts.gov/district/](http://www.mdcourts.gov/district/). If court is scheduled for any day a member requests leave, the member will indicate on the leave request that the case(s) has been continued.
- H. In every instance where a summons or subpoena is received too late for a member to be able to attend court that member will submit a copy of the subpoena and a written report detailing the particulars of the incident to their Supervisor. The Supervisor will then review the occurrence with the court and State's Attorney's Office. The Supervisor will inform the Chief of Police of these incidents

#### **IV. CANCELLATIONS**

This General Order cancels and replaces the following policies:

General Order 13.1.5, entitled Court Attendance, dated December 3, 2001.