

**PALMYRA POLICE DEPARTMENT
GENERAL ORDER**

G.O. 2-5-2016

**SECTION: TWO
CHAPTER: FIVE**

SUBJECT: Court Appearances
ISSUE DATE: 08-15-16
REFERENCE: NYSA 14.2

- I. ALL EMPLOYEES SHALL APPEAR BEFORE ANY COURT, HEARING BOARD, OR INVESTIGATING BODY WHENEVER REQUIRED.**
- A. A subpoena, notice of hearing, or verbal notification by competent authority shall, for the purpose of this order, be deemed proper notification for appearance.
 - B. If, for some valid reason, an employee is unable to appear as directed, it shall be his/her responsibility to notify the court or agency and his/her supervisor. The employee shall state the reason for the non-appearance to his/her supervisor with enough advance notice so as not to inconvenience the court. If adjournment is not granted, it shall be the employee's obligation to appear as directed.
 - C. All employees shall be punctual when reporting to any court, hearing board or investigating agency.
 - D. Employees shall be attired in the proper manner, as follows:
 - 1. In the prescribed uniform during duty hours, where an employee is required to wear the uniform. It will not be mandatory to wear the uniform when appearing off duty; however, members shall be appropriately attired as noted below.
 - 2. In appropriate civilian business attire when off duty, or when assigned to a plainclothes assignment.
- II. EMPLOYEES SHALL REPORT TO THE CLERK OF THE COURT, JUDGE, ASSISTANT DISTRICT ATTORNEY, OR HEARING OFFICER IMMEDIATELY UPON ARRIVAL AT SUCH PROCEEDINGS.**
- III. ALL EMPLOYEES GIVING TESTIMONY SHALL BE PROPERLY PREPARED:**
- A. Possess only material pertaining to the prosecution of the case while in the courtroom.
 - B. Address replies to the jurors or the judge.
 - C. Answer all questions truthfully and completely.
 - D. Understand questions before answering. If in doubt, request the question be repeated or clarified.
 - E. If unable to provide an answer, so state.
 - F. Do not volunteer information or opinions.
 - G. Be impartial, calm, and speak in a clear tone of voice.

- H. Employees shall remain in the court until their case is disposed of, or until advised by a competent authority that their presence is no longer necessary.
- I. Whenever court appearance is made while on off-duty time, a properly completed "overtime report" form shall be submitted by the employee to the on-duty supervisor for approval.
- J. The appearance and demeanor of employees of this Department is constantly being observed by the court and jurors while in and out of the courtroom. Their appearance, conduct and attitude should be such as to add to the dignity of the court, the credibility of the department and the employees.
- K. The employee will notify an on-duty supervisor if he/she feels that he/she will not arrive in time for a scheduled court appearance.

By the Order of:

David B. Smith
Chief of Police