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- I. Administrative Procedures
 - II. Duties and Responsibilities of Officers/Other Personnel
 - I. Administrative Procedures
 - A. The Chief of Police *will* designate an appropriate employee to receive any and all *related* court mail addressed to this Division. All court mail received *will* be date-stamped and distributed to the appropriate supervisors for service.
 - B. When directed by the District Court, the Internal Affairs' Supervisor will compile a list of three (3) court dates for every sworn officer in the Division. These dates *will* be scheduled to coincide with the officer's regular duty schedule. (This provision does not apply to officers assigned to permanent midnight shifts). This list *will* be updated as necessary to accommodate transfers and new hires.
 - C. Court Mail:
 - 1. All court related mail will be placed in a designated *court* mail slot at headquarters.
 - 2. The day shift supervisor or his/her designee *will* transport this mail each business day to the court mailroom located at 27 Courthouse Square, Rockville, MD. Any court related mail for the Division *will* be picked up and returned to the Chief's designee.
 - III. Duties and Responsibilities of Officers/Other Personnel
 - A. Supervisors
 - 1. Will personally serve all court paperwork to officers under their command. The officer *will* sign for each document, and the Supervisor *will* retain a copy reflecting the date received by the officer.
 - 2. Will compare overtime requests submitted by officers to the court schedule to confirm attendance. Supervisors will not approve any court overtime requests that are submitted without authentication.
 - 3. Will notify Internal Affairs whenever an officer under their command fails to appear for a scheduled court date.
 - 4. Will review all Witness Summons requests for appropriateness before submitting reports to the Records Section.
 - 5. Will approve, and retain a copy of, all Court Attendance Notices received from officers, and update their shift court schedule appropriately.
 - 6. Will submit court dates for officers under their command, subject to the restrictions outlined in Section II B above, to the Internal Affairs' Supervisor upon request.
 - 7. Will review the court date list prior to approving any leave or training.

- B. Officers
1. Will attend all scheduled court dates, on time, and in appropriate attire.
 2. If an officer has been summoned to court and is unable to attend that officer will:
 - a. Fill out a Court Attendance Notice and have it approved by their supervisor. The officer *will* then forward the notice via interdepartmental envelope (placed in the court mailbox), with a copy of the docket, to the appropriate court:
 - Minor Traffic, Parking: Court Liaison Office
 - Major Traffic, Criminal, and Civil: State's Attorney's Office
 - MVA Hearings: Follow instructions on the notice.
 - b. For emergency or sick leave on the day of court the officer *will*:
 - Notify their supervisor*
 - Notify communications.
 - Notify the Montgomery County Court Liaison: *301-563-8572 For District Court. For Circuit Court, contact the State's Attorney's Office*
 3. When submitting overtime requests the officer *will* provide verification of attendance, in the form of a court date/time stamp, or court officer's signature.
 4. Will not attend court without receiving an official summons, subpoena, or notice.
 5. Will not attend court when in receipt of a cancellation or postponement notice.
 6. Will only park in a designated parking place while attending court.
- C. Records Section Personnel - Will ensure that all approved Witness Information forms are sent to the State's Attorney's Office.

Issuing Authority:



Chief Darryl W. McSwain
Maryland-National Capital Park Police
Montgomery County Division

End of Directive