

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE November 16, 2011	NUMBER 2102
SUBJECT Court Appearance, Conduct and Attendance	REVISED New	
REFERENCE	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 3

I. Purpose

The purpose of this policy is to state the acceptable demeanor, appearance, attendance and conduct in Court for members of the City of Anderson Police Department.

II. Policy

It is intended that personnel of the City of Anderson Police Department appearing in any Court of law or judicial proceeding demonstrate the highest professional standards. It is the policy of this department that all personnel will appear when designated fully prepared to testify to the Court. Personnel shall be aware that they are representing the citizens of the City of Anderson and the City of Anderson Police Department, which mandates the projection of a positive and professional image. Prompt attendance and appropriate appearance are essential to this image.

III. Procedures

A. Court Proceedings:

All members of the Department shall be present at all judicial proceedings to which they have been subpoenaed or otherwise notified to appear by a judicial or law enforcement authority. These include:

1. Criminal
2. Civil (by subpoena only)
3. Traffic
4. Family

5. Federal Courts
6. Depositions by Solicitor's Office & Public Defenders
7. Pretrial Conferences
8. Civil Service Board Hearings
9. Any other legal proceeding resulting from an employee's official duties.

B. Court Conduct:

Members of the department shall not talk among themselves or with the citizens while Court is in session. Members are to exemplify a professional image at all times. Horseplay, remarks, snickering or any conduct, which could be construed by the defendant or the public as ridicule or unprofessional, will not be tolerated.

C. Courtroom Attire:

Members of the Department appearing in any Courtroom shall present themselves in accordance with the highest standards of professional appearance.

- Municipal Court, Magistrate's Court, General Sessions Court, Family Court, City Jury Trials, Common Pleas Court and any other legal proceeding resulting from an employee's official duties the dress requirements are:

Male Officers/Employees - uniform or business attire. (Minimum: coat and tie)

Female Officers/Employees - uniform or business attire.

D. Courtroom Firearms:

In accordance with our departmental firearms policy, personnel in plain clothes shall not display their weapon in Court. In accordance with Court ordered restrictions, no weapons are allowed in Family Court proceedings, therefore no officer of this Department, either uniformed or not, shall appear at a Family Court proceeding armed.

E. Courtroom Radio Equipment:

All handheld radio equipment shall be turned off prior to entering any Courtroom. Also, cell phones are to be put on the silent notification mode or turned off prior to entering any Courtroom.

F. City Court Seating:

Personnel reporting for Court are to sit in the area designated for the prosecuting personnel. Upon this area being filled members shall find seating in the Courtroom so as to not interfere with the efficient operation of the Court operations. Under no

circumstances will personnel stand in the courtroom unless testifying or serving as the court officer.

G. Civil Cases:

It is the policy of the City of Anderson Police Department for members of this Department to not become actively involved in civil matters unless mandated by subpoena. No member of this Department will volunteer to testify in any civil matter or action. Personnel will only testify upon service of a legal subpoena; and upon service the employee shall notify their immediate supervisor.

H. Court Attendance Delinquencies:

Any employee who fails to appear after proper notification or knowledge of a trial or judicial proceeding (where the officer/employee is involved and subject to testifying or prosecuting the case) will be subject to the following disciplinary action(s) within a rolling twelve (12) month period:

- Verbal Reprimand
- Written Reprimand
- One (1) day suspension
- Three (3) days suspension
- Ten (10) days suspension
- Termination

Note: At the discretion of the Chief of Police, any of the above penalties may be imposed at any time within a rolling 12 month period.

I. Courtroom Supervision:

The assigned Courtroom officer(s), as well as all supervisors of this department, are responsible for reporting absences, policy violations, and/or the need for additional training for any officer/employee in the areas of courtroom demeanor, testimony, or preparation.

By order of:



Martin D. Brown, Chief of Police

11-17-11

Date