

Subpoenas and Court Appearances

324.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the University of Maryland, Baltimore Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

324.2 POLICY

University of Maryland, Baltimore Police Department members will respond appropriately to all subpoenas and any other court ordered appearances.

324.3 SUBPOENAS

Only members authorized to receive a subpoena on behalf of the department or any of its members may do so.

324.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provide information on behalf or at the request of any party other than the State's Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the Department or its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is summoned to testify or provide information on behalf of the defense. The UMB Legal Counsel shall also be notified when the member is summoned to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the University of Maryland, Baltimore Police Department.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the University of Maryland, Baltimore Police Department.

The supervisor will then notify through the chain of command, the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police or authorized designee shall determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

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324.3.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacity on civil matters arising out of their official duties, as directed by the current collective bargaining agreement or memorandum of understanding.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

324.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment *will not be compensated* for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

324.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court ordered appearance may be subject to discipline (Standards of Conduct 320). This includes properly served orders to appear that were issued by a state administrative agency.

324.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

324.6 COURTROOM PROTOCOL

Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

Members shall dress in the department uniform or business attire.

Members shall observe all rules of the court in which they are appearing and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

324.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

324.7 OVERTIME APPEARANCES

- (a) When a member attends court in an official capacity for the University and on their off-duty time, they will receive a minimum of three hours paid overtime even if the time spent in court is less than three hours.
- (b) An exception to this rule shall be made when a non-sworn member has a court case that extends into their regular 2 to 10 or evening tour of duty. In this case, they will only

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be paid overtime up to their normal shift start time per, the Roll Call (e.g., Court from 1130 to 1700 hours equals 3.75 hours overtime as the member would have begun their normal shift at 1515 hours for the evening shift).

- (c) For sworn bargaining unit members, payment for off-duty court appearances is based on the current MOU (see Appendix 4.7.2).
- (d) Exempt Agency members do not receive any additional pay for court appearances.