

FAYETTEVILLE POLICE DEPARTMENT
FAYETTEVILLE, ARKANSAS 72702

GENERAL ORDER #08

SUBJECT: COURT APPEARANCE RESPONSIBILITIES

CROSS-REFERENCE:

DATE APPROVED BY COP: January 6, 1999

Richard L. Watson
Chief Richard L. WATSON

PURPOSE: The purpose of this general order is to establish guidelines concerning the attendance and dress code of department employees, subpoenaed or otherwise, directed to appear in federal, state, and local courts.

ORDER: All department employees, who as a result of their official duties are required to appear in court, are to follow the below provisions of this general order:

A. NOTIFICATION DUTIES

1. The front desk personnel will assemble and post the upcoming trial list on the bulletin board generally by Monday prior to the Wednesday court date. Other trial lists may periodically be posted (circuit court, juvenile court, etc.) as necessary.

2. It is the responsibility of all department employees to routinely examine the posted trial lists to determine if the employee has an upcoming case which requires their presence in court.

3. Front desk personnel will update the list as cases are reset or settled.

4. On each Wednesday that Municipal Court is held it is the employee's responsibility to telephone or contact front desk personnel to reconfirm if they are needed in court. Personnel are to begin calling or making contact no earlier than 11:30 AM.

5. All employees still scheduled for court shall appear in court prepared for trial.

B. PREPARATION FOR COURT

1. The prosecuting attorney's office frequently needs additional information concerning upcoming court cases. It is the responsibility of all employees to promptly and fully complete the

"City Prosecutor's Office - Request For Information" form.

2. All employees shall appear in court properly prepared; i.e., field notes, certification papers, accident reports, etc.

C. DRESS CODE FOR COURT

1. All personnel appearing in court, whether on-duty or off-duty, shall comply with the dress code specified below:

(a) Uniformed Personnel: Full police uniform including weapon. (Off-duty personnel are not required to wear protective vests while in court.), or may wear appropriate business attire (such as business suit and tie or business dress for female officers). Blue jeans, tennis shoes, hunting boots, flannel shirts and T-shirts or other similar type casual attire are strictly prohibited.

(b) Plain Clothes Personnel: Appropriate business attire as described in paragraph (a) above.

D. OTHER

1. Employees of this department are not required by the department to give statements to any attorney or appear in civil court unless properly subpoenaed. No officer is required to offer expert opinion unless compensated by the appropriate party in the civil action.

2. Under no circumstance will the department be responsible for compensating an off-duty department employee for attending a civil action except when his/her appearance is a direct result of action taken in an official capacity as a police officer. If compensation is received for testimony, the officer must be off-duty during the time testimony is given.