

Court Attendance and Procedures

Index Code: 1302

Effective Date: 8/30/2022

I. Purpose

The purpose of this policy is to establish the position of Court Liaison Officer and provide guidelines to help ensure maximum cooperation and coordination between the Sheriff's Office and the court system.

II. Policy

It is the policy of the Queen Anne's County Sheriff's Office to cooperate with the court system and ensure that deputies will attend court on the required date, on time, dressed appropriately, and prepared for testimony.

III. Definitions

A. Court

In general, "court" is defined as a governmental body consisting of one or more judges who sit to adjudicate disputes and administer justice. For purposes of this directive, "court" also includes any hearing or proceeding directed by a governmental body to adjudicate disputes and administer justice (i.e., Masters Court, MVA Hearing, etc.).

B. Court Liaison Officer

The Court Liaison Officer is appointed by the Sheriff, usually the Public Safety Assistant, who serves as the Sheriff's Office administrative representative to the courts. The Court Liaison Officer coordinates the scheduling of court appearances and helps ensure the presence of deputies on the required date and time.

C. Witness Summons/Subpoena

For purposes of this written directive, a witness summons/subpoena is any notification to appear in court (written or oral) by a court, judge, employee of the State's Attorney's Office, Attorney General's Office, or a supervisor with the Queen Anne's County Sheriff's Office.

IV. Issuance of Witness Summonses for Department Members

Deputies who are summoned to appear as witnesses may only be excused from appearing or authorized to not appear but remain in "standby" status, by the court or prosecuting attorney. The following procedures apply to the

service of witness summonses on members of the Sheriff's Office.

A. The Court Liaison Officer receives all court documents and keeps a Summons Log which affected personnel are required to sign to acknowledge receipt of court documents. It is not permissible to place court documents in deputy's mailboxes on the assumption that they will be discovered in time for trial.

B. In the event a Private Process Server attempts to deliver a summons or subpoena, he or she will be advised that this office will not accept the document on behalf of the deputy. The Private Process Server should be directed to the deputy if he or she is available or advised of the date and time the deputy will return to work. The deputy will be responsible for accepting service within a reasonable amount of time.

C. The Court Liaison Officer is responsible for inspecting the Summons Log periodically to ensure that all deputies have received their summonses at least three days prior to trial.

V. Court Preparation

A. Deputies are required to be prompt for all court appearances, and to have with them all available documentation and/or evidence required to properly prosecute the case.

B. Deputies will maintain a professional appearance and attitude in court at all times, and wear either the uniform of the day, or be dressed in appropriate business attire. If the deputy's handgun is displayed when dressed in business attire, the deputy's badge must be prominently displayed to identify the individual as a law enforcement officer.

C. Prior to their court appearance deputies will review their scheduled cases and refresh their memory of the facts.

D. Deputies will meet with the prosecuting attorney if feasible before court convenes to assist in the preparation of the prosecution, and render any assistance requested by the