

4.41 CRIMINAL COURT APPEARANCES

Employees who are required to appear in court in connection with their official duties will appear and testify as directed by the court or prosecutor's office even though the time of appearance falls when they are off shift. Employees are responsible for confirming their need to appear in court using the procedures detailed in the Procedures Manual. Meetings with prosecutors and/or defense attorneys or their representatives on an overtime basis are to be pre-approved by the Division Commander.

Employees ~~that~~ who are sick must notify the court if their illness precludes attendance at court. Employees on extended sick leave or disability leave ~~that~~ who are assigned to the Services Division will be required to attend court if their illness or disability does not preclude court attendance. The employee must provide a written notation from the doctor indicating the restriction. Employees attending court while assigned to the Services Division will report to that division prior to court so that an armed escort officer can be assigned if ~~required~~ needed.

Employees shall not take part or be concerned either directly or indirectly in making or negotiating any compromise or arrangement for any criminal or person to escape the penalty of law. Employees shall not seek to obtain any continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the courts-of-justice process. This section shall not be construed as preventing an employee from cooperating with the City Attorney or the Prosecuting Attorney in determining appropriate plea bargaining of a charge.

Compensation will be based on the applicable labor agreement or city ordinances.

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- 4.29 Personal Business While on Duty
- 4.30 Classification and Assignment
- 4.31 Transfers
- 4.32 Promotional Process for Civil Service Positions
- 4.33 Annual Performance Evaluations
- 4.34 Utilization of Performance Evaluations
- 4.35 Probationary Employees
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- 4.37 Signature on Performance Evaluation
- 4.38 Rated by Immediate Supervisor
- 4.39 Raters to be Evaluated
- 4.40 Retention Period
- 4.40.1 Appeals
- 4.41 Criminal Court Appearances
- 4.42 Civil Court Appearances
- 4.43 Civil Suits
- 4.44 Subpoenas Relating to Business/Operations
- 4.45 Committing or Condoning Illegal or Forbidden Harassment
- 4.46 Code of Conduct / Canons of Ethics
- 4.47 Discriminating or Establishing Patterns of Discrimination
- 4.47.1 Bias Based Policing
- 4.48 Committing Unsafe Acts or Endangering Self or Others
- 4.49 Conflicts of Interest
- 4.50 Bail Bonds and Attorneys
- 4.51 Neighborhood Disputes
- 4.52 Cooperation with Employees and Other Officials
- 4.53 Supervisors Shall Display Respect toward Others
- 4.54 Courteous/Respectful Behavior Toward Positions of Authority
- 4.55 Insubordination
- 4.56 Dishonesty or Untruthfulness
- 4.57 Displaying Competent Performance
- 4.58 Knowing, Observing, and Obeying Directives, Rules, Policies
- 4.59 Observance of Criminal and Civil Laws
- 4.60 Unbecoming Conduct
- 4.60 Investigative Contacts With Law Enforcement Officers
- 4.61 Duty to Report Criminal or Domestic Violence Related Conduct
- 4.62 Domestic Violence
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Chapter 5 Internal Affairs

- 5.1 Citizen/Employee/Agency Complaints
- 5.2 Complaints Against Agency and Officers
- 5.3 Investigations
- 5.4 Maintenance of Records of Complaints and Investigations
- 5.5 Harassment of Complainants
- 5.6 Disciplinary System
- 5.7 Disciplinary Responsibility for Supervisory and Command Staff
- 5.8 Involuntary Relief From Duty
- 5.9 Terminations

*Edited by
12/15/10
GR*