

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 330	Rescinds: New Issue
Subject: Court Appearance and Conduct	NYS Accreditation: 14.2
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish rules of conduct relating to court appearances by members of the Seneca Falls Police Department.

II. POLICY

- A.** All members shall appear before any court, hearing board, or investigating body whenever required.
- B.** A subpoena, notice of hearing, or verbal notification by competent authority shall, for the purpose of this order, be deemed proper notification for appearance.
- C.** If, for some valid reason, a member is unable to appear as directed, it shall be his/her responsibility to notify the court or agency and his/her Supervisor. The member shall state the reason for the non-appearance to his/her Supervisor with enough advance notice so as not to inconvenience the court. If adjournment is not granted, it shall be the member's obligation to appear as directed, unless otherwise authorized by the member's Supervisor.
- D.** All members shall be punctual when reporting to any court, hearing board or investigating agency.
- E.** Members shall verbally report to the Clerk of the Court, Judge, Assistant District Attorney, or Hearing Officer immediately upon arrival at such proceedings.
- F.** All members giving testimony shall be properly prepared:
 - 1. Possess only material pertaining to the prosecution of the case while in the courtroom.
 - 2. Address replies to the jurors or the Judge.
 - 3. Answer all questions truthfully and completely.
 - 4. Understand questions before answering. If in doubt, request the question be repeated or clarified.
 - 5. If unable to provide an answer, so state.
 - 6. Do not volunteer information or opinions.
 - 7. Be impartial, calm, and speak in a clear tone of voice.
- G.** Members shall remain in the court until their case is disposed of, or until advised by a competent authority that their presence is no longer necessary.
- H.** Whenever court appearance is made while on off duty time, it will be noted on the members time sheet.
- I.** The appearance and demeanor of members of the Seneca Falls Police Department are constantly being observed by the court and jurors while in and out of the courtroom. Their appearance, conduct and attitude should be such as to add to the

dignity of the court, the credibility of the Seneca Falls Police Department and its members.

- J.** The member will notify an on-duty Supervisor if he/she feels that he/she will not arrive in time for a scheduled work shift.
- K.** On duty Command Officers will:
 1. Periodically check the court room.
 2. Sign overtime request forms when applicable.
 3. Ensure compliance with the Departmental dress standard.

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