



ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER COURT APPEARANCES



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To: All Deputy Sheriffs & Office Personnel
 From: Sheriff Carl E. DuBois
 Subject: General Order - Court Appearances

PURPOSE: The purpose of this General Order is to ensure that all employees appear and dress in a professional manner for all court related appearances.

I. DEFINITIONS:

A. Court Related Appearances – For the purpose of this policy court related appearances are defined as: criminal, civil, or justice court action, individual proceeding, prosecutorial action or an administrative hearing.

II. COURT ATTENDANCE. All employees in connection with their duties with the Orange County Sheriff’s Office shall appear before any court, hearing board, or investigating body whenever required.

A. A subpoena, notice of hearing, or verbal notification by competent authority shall, for the purpose of this order, be deemed proper notification for appearance.

B. All employees shall be punctual when reporting to any court, hearing board or investigating body.

III. PERSONAL APPEARANCE. Employees shall be attired in the proper manner, as follows:

A. Uniformed Personnel - shall wear the prescribed uniform to all court related functions.

B. Investigation division – shall wear the appropriate civilian business attire when attending court related functions.

1. Male employees shall wear a conservative-type sport coat or suit, shirt and tie.

2. Female member/employees shall wear conservative suitable attire, dress or slacks, or business like suit.

IV. REPORTING TO COURT. Employees shall verbally report to the clerk of the court, judge, district attorney, hearing officer or court officer immediately upon arrival at such proceedings.

- A. All members and employees giving testimony shall be properly prepared. Deputies should possess only material pertaining to the prosecution of the case while in the courtroom.
 - B. Employees 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.
 - C. Whenever, for some valid reason, an employee is unable to appear as directed, it shall be his/her responsibility to notify the court or office, and his/her supervisor, stating the reason for non-appearance, with enough advance notice so as not to inconvenience the court. If adjournment is not granted, it shall be the employee's obligation to appear as directed.
 - D. Whenever a court appearance is made in connection with their duties with the Orange County Sheriff's Office while on off duty time, a properly completed overtime request form shall be submitted by the employee to his/her immediate supervisor for approval as soon as possible before the end of the payroll period.
- V. **EMPLOYEE NOTIFICATION.** The employee will notify a supervisor or command officer via phone or radio in the event that:
- A. The employee feels he/she is nearing or will exceed two (2) hours of court overtime. The supervisor will acknowledge the notification and respond appropriately.
 - B. The employee feels that he/she will not arrive in time for a scheduled work shift.
- VI. **COURT APPEARANCES MADE AS A RESULT OF AN ARREST MADE WHILE NOT ON DUTY AS A DEPUTY SHERIFF (OTHER AGENCY ARREST)**
- A. All court time directly related to an arrest made while working for another agency may not be performed while on Orange County Sheriff's Office time.
 - B. Overtime compensation shall not be received for such time from the Orange County Sheriff's Office. The employee is to ensure that only one (1) employer shall compensate the employee for such time.

REFERENCE:
ACCREDITATION STANDARD 14.2