

Bowie State University Police Department

General Order



<i>Subject: Court System</i>	<i>Number: 42</i>
<i>Effective Date: January, 1996</i>	<i>Rescinds:</i>
<i>Approved: Capt. B. S. Biscoe</i>	

- 42.1.1** Members shall not testify in civil cases unless legally summoned to do so.
- 42.1.2** When appearing for court, members shall:
- a. Be punctual in court attendance;
 - b. Appear in proper uniform when on duty;
 - (1) Members have the option of wearing civilian clothes when off duty.
 - (2) Civilian clothes for males shall be a business suit or a mixed combination suit and tie.
 - (3) Female members' civilian attire shall be proper business attire (dress, pant suit, skirt, and blouse).
 - c. Have their cases properly prepared, and all evidence suitably arranged for presentation to the court; and
 - d. Observe the utmost attention and respect toward judges and other court personnel at all times. They shall testify:
 - (1) Calmly and explicitly in a clear, distinct, and audible tone as to be easily heard by the court and the jury; and
 - (2) With the strictest accuracy, confining themselves to the cases before the court, and neither suppress nor overrate the slightest circumstances with a view of favoring or discrediting any person.
- 42.1.3** During cross-examination, members shall answer with the same readiness and civility as when testifying in support of the charges, remembering that justice will be served by simply telling the whole truth, whether it is in favor or against the accused.

- 42.1.4** If for any reason an arresting officer is unable to appear in court, he/she shall personally contact the Shift Commander by telephone, during the day shift, of such inability. The Shift Commander shall evaluate the circumstances and determine if the absence will be granted or not.
- 42.1.5** Members shall not serve civil process nor shall they render assistance in civil cases, except as provided by law. They shall, however, prevent breaches of the peace and quell disturbances growing out of such matters, and take persons into custody if necessary.
- 42.1.6** Members shall comply with all procedures, requests, and guidelines established by the courts.
- 42.1.7** Any member subpoenaed to testify for the defense in any trial or hearing, or against the university or department, shall notify his/her supervisor and the Assistant Director, through the chain of command, upon receipt of the subpoena.
- 42.1.8** A member or employee shall not volunteer to testify in civil actions and shall not testify unless legally subpoenaed.
- a. Members and employees shall accept all subpoenas legally served.
 - b. If the subpoena arises outside of employment, the member or employee shall immediately notify his/her supervisor.
- 42.1.9** Members shall avoid entering into civil disputes, particularly while performing their police duties, but shall prevent or abate a breach of the peace or crime in such cases.