



TOWN OF MACEDON POLICE DEPARTMENT

General Order: 330	Effective Date: September 5, 2019
Subject: Court Appearances & Conduct	
Reference Standards: 14.1, 14.2	
Rescinds:	
Page 1 of 3	Attachments: None

I. Purpose

- A. The purpose of this policy is to define the Macedon Police Department's policy and procedure for the conduct and attire of all sworn and non-sworn personnel during court appearances.

II. Policy

- A. All employees shall appear before any court, hearing board, or investigating body whenever required. A subpoena, notice of hearing, or verbal notification by a competent authority shall, for the purpose of this order, be deemed proper notification for appearance. If for some valid reason an employee is unable to appear as directed, it shall be his/her responsibility to notify the court or agency and his/her supervisor. The employee 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 employee's obligation to appear as directed.
- B. All employees shall be punctual when reporting to any court, hearing board or investigating agency. The employee will notify an on-duty supervisor if he/she feels that he/she will not arrive in time for a scheduled court appearance.

III. Attire

- A. Employees shall be groomed and attired in the proper manner, as follows:
1. All employees will comply with the departmental grooming standards established in General Order 335.
 2. Uniformed employees will wear the prescribed uniform during on duty hours. It will be optional to wear the uniform when appearing off duty.

3. Off-duty and non-uniformed employees will wear appropriate civilian business attire. Appropriate civilian business attire shall include:
 - a) For male employees
 - (1) Conservative type suit; or shirt and tie with trousers and optional conservative sport coat
 - (2) Polished shoes
 - b) For female employees:
 - (1) Conservative-type dress or suit; or dress blouse with skirt or pants
 - (2) Polished shoes

IV. Reporting

- A. Employees shall verbally report to the clerk of the Court, Judge, Assistant District Attorney, or Hearing Officer immediately upon arrival at such proceedings.

V. Testimony

- A. The appearance and demeanor of employees of this 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 department and the employees. All employees giving testimony shall be properly prepared and will:
 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. Understand questions before answering, and if in doubt, request the question be repeated or clarified
 4. Answer all questions truthfully and completely, and if unable to provide an answer, state so
 5. Provide facts, not volunteer information or opinions
 6. Be impartial, stay calm, and speak in a clear tone of voice
 7. Remain at the court until their case is disposed of, or until advised by a competent authority that their presence is no longer necessary
 8. Complete and submit an overtime report form whenever court appearance is made during off duty hours

VI. Role of on duty supervisors

A. On duty supervisors will:

1. Ensure officers forward overtime report forms to the Chief of Police when applicable
2. Ensure employees comply with the departmental attire standard

By Order of the Chief of Police


John P. Colella (Sep 8, 2019)

John P. Colella
Chief of Police
Dated this 5th day of September, 2019