

2.414 COURT SCHEDULING, APPEARANCES, & LIAISON

2.414.10 Liaison Duties

- A. The chief will designate an employee to serve in an ancillary capacity as court liaison and at least one employee to serve in an ancillary capacity as backup court liaison.
- B. Court liaison duties and responsibilities include, but are not limited to:
 - 1. Coordinating official communication and correspondence between the OSA, the courts, MVA Office of Administrative Hearings, and this agency;
 - 2. Coordinating the assignment of court dates;
 - 3. Assisting employees in requesting case continuances;
 - 4. Maintaining files of all summonses and court dockets received by the agency; and
 - 5. Coordinating other activities as assigned between the agency and the courts.
- C. All employees are responsible for communicating any court scheduling issues they may have to the court liaison.

2.414.20 Court Dates

- A. The agency has decided not to request projected court dates for officers. Therefore, court dates are assigned at the convenience of the court.
- B. Employees will be available for and attend court when summoned unless other arrangements are made between the court liaison, the SAO, and the court.

2.414.30 Changes in Court Dates or Scheduling

- A. All requests for court date changes must be submitted in writing to the court liaison along with a copy of the involved docket. Suitable portions may be sent via email.
 - 1. For District Court cases, officers may contact the ASA for the courtroom where the case is scheduled directly. The assigned ASA's information can be found by going to <http://www.co.pg.md.us/government/agencyindex/statesattorney/> and going to the District Court Calendar.
 - a. The court liaison will be copied on all emails, and all replies will be forwarded to the liaison.
 - b. If contact is by phone, a summary of the conversations will be sent to the court liaison via email.
 - 2. Scheduling problems, requests for continuances, etc., must be submitted to the court liaison as soon as possible after agency employees become aware of such problems.
 - 3. Training conflicts will be handled as routine continuation requests. Officers should avoid scheduling training on days when they already have received court dockets.
- B. Continuation requests will be submitted by affected officers or by their unit commanders in cases where officers are not able to request assistance. Requests must contain, as applicable:
 - 1. Dates, times, locations, and court rooms;
 - 2. Docket or court case numbers;
 - 3. Names of defendants;
 - 4. A copy of the docket;
 - 5. Other supporting documents or information (i.e. Training or Personnel Orders); and
 - 6. Reasons for requests.
- C. Employees who request continuances, or their unit commanders in cases where officers are not able to follow up on continuation requests, are responsible for contacting appropriate authorities to determine whether or not continuance requests have been granted.
- D. Employees are responsible for appearing as summonsed unless excused by OSA or court personnel or continuances have been granted.

2.414.40 Reporting Sick for Court Dates

- A. Employees requesting continuances due to illness will call Communications on a recorded line and provide Communications personnel with:
 - 1. Information consistent with **1.448.34 Employee's Responsibility**; and
 - 2. Case related information that may include, but is not limited to:
 - a. Locations;
 - b. Docket times;
 - c. Courtroom numbers; and
 - d. Names of defendants.
- B. Communications personnel receiving calls from officers reporting sick for court will:
 - 1. Make telephone notifications to the appropriate OSA;
 - 2. Obtain OSA log numbers; and
 - 3. Collect and send required information via email to the Sick Call email group utilizing the Sick Call form.

2.414.50 Termination of Employees

- A. The chief will notify the court liaison of employees' resignations, terminations, or retirement dates as well as forwarding addresses for the employees as appropriate.
- B. The court liaison will:
 - 1. Notify the courts of employees' resignations, terminations, or retirement dates as well as forwarding addresses for the employees as appropriate;
 - 2. Contact former employees' last unit commanders to facilitate notification of former employees and/or coverage of the cases by other witnesses; or
 - 3. In the absence of other witnesses, notify the OSA to dispose of the cases in a manner that best serves the interests of the state.

2.414.60 Court Attire

Employees will dress consistent with **1.806.75 Court & Hearing Appearances** for court, other judicial proceedings, or administrative hearings.