



# Policy 1811

Subject	
<b>COURT/ADMINISTRATIVE HEARING PROCEDURES</b>	
Date Published	Page
<b>20 September 2017</b>	<b>1 of 15</b>

*By Order of the Police Commissioner*

## POLICY

1. **Criminal Justice.** It is the policy of the Baltimore Police Department (BPD) to facilitate the prosecution of criminal cases by ensuring that members attend court when required. Members are to cooperate fully with the Baltimore City Office of the State's Attorney (OSA), the United States Attorney's Office (USAO), members of the bench, and all criminal justice partners.
2. **Professionalism.** Members shall be courteous and display a professional demeanor and appearance during any and all court proceedings.
3. **Courts/Administrative Proceedings.** When requested, members shall be required to provide testimony before Federal and/or State Grand Juries, Criminal Courts, Civil Courts, State Liquor Board, Motor Vehicle Administration, Forfeiture Court, Environmental Control Board, and/or an Administrative Hearing Board.

## DEFINITIONS

**Court Attire** — Business attire such as dress slacks, jacket and tie, sweater and slacks, or clothing that would display a professional appearance.

**Failure to Appear (FTA) Database** — Tracks and indexes allegations of members who fail to appear for court. The FTA Database is located within IAPro, maintained by the Office of Professional Responsibility (OPR), and accessible only to authorized members of OPR.

**Priority Agreement** — A verbal agreement between the member and the USAO, OSA, or any other individual acting under the authority of a court or hearing body to determine which appearance the member should attend first when multiple events are scheduled for the same date and time.

**State's Attorney's District Court Case Preparation Log** — A written record of a member's court appearance, or failure to appear, completed by an Assistant State's Attorney.

## GENERAL

### Duty to Appear

1. When you receive a summons, your legal responsibility is to appear in court. The summons is effective for the duration of the trial/hearing and the member is responsible for being available for the duration, even if the court continues the trial/hearing date without postponement.

- 1.1. Respond to the Court Liaison Office and sign the Sign-In Sheet upon arrival at court, and
- 1.2. Sign-out at the Court Liaison Office upon the conclusion of the trial session.
2. If you did not receive a summons but are orally advised by the Court Liaison Unit, the OSA, or any other individual acting under the authority of a court or hearing body of an appearance, you must appear.
  - 2.1. Failure to appear for a scheduled court appearance may result in judicial proceedings, such as a bench warrant being issued for your arrest.
  - 2.2. Failure to appear for a scheduled court appearance/hearing will result in BPD disciplinary action.

**EXCEPTION:** Members are not required to attend the following courts: Violation of Probation Court, Early Resolution Court, Drug Court, and Civil Citation Court unless directed to attend by the Court Liaison Unit, the OSA, or any other individual acting under the authority of a court or hearing body.

3. On the day of trial/hearing (other than minor Traffic Court), if you are physically incapable of responding due to illness/emergency, or while on Medical Leave regardless of status, comply with Policy 1713, *Medical Policy*, which states members shall immediately:
  - 3.1. Notify your Command of your medical status/emergency; and,
  - 3.2. Notify the OSA/hearing body and be guided by the Assistant State's Attorney/judicial officer assigned to the case.
4. On the day of minor Traffic Court, if you are physically incapable of responding to court due to illness/emergency, or while on Medical Leave regardless of status, call the Court Liaison Unit of the appropriate courthouse where you were summonsed no later than one-half hour before the commencement of minor Traffic Court. Provide the Court Liaison Unit:
  - 4.1. Your name, sequence number, assignment and reason for absence, and
  - 4.2. The case number and defendant's name.
  - 4.3. If you are unable to contact the Court Liaison Unit you must immediately notify your Command and be guided by the Administrative Supervisor or on-duty shift commander.

**NOTE:** Members are reminded that summonses are issued by the court and only the judge and, by extension, the attorney for the summoning party, can relieve a member's obligation from attending court. The BPD, or its representatives, cannot legally excuse any member from attending court.

5. Court appearances take precedence over In-Service or other training requirements. Notify the Professional Development and Training Academy of your court summons and reschedule training, if needed.

6. Members on disciplinary suspension from duty are not relieved from attending court in response to a summons (however, members under suspension must contact the Assistant State's Attorney assigned to the case, advise them of their status, and determine if they are still required to appear). If their attendance is not required, the member must obtain the Assistant State's Attorney's name, and advise their command that they have been excused from attending that case by submitting an Administrative Report, Form 95. This procedure must be repeated for each summons received.).
7. Any member who is summonsed to testify for the defense for an on-duty incident must immediately notify the OSA and the Legal Affairs Section.
8. When a *subpoena duces tecum* is served on a member, that member shall immediately forward a copy of the subpoena, via official channels, to the Legal Affairs Section. No material will be released until authorized by the Legal Affairs Section.

**NOTE:** If the member's appearance at a civil or criminal proceeding is not the result of official duties, the member shall not wear the departmental uniform or another BPD insignia, shall not be armed while in court, and will not be compensated for their attendance. If the court appearance is in Baltimore City, notify the Sheriff's Department, bailiffs, and/or the Court Liaison Unit, and be guided by their directions.

9. When summonsed to appear in two or more courts on the same day and time, immediately contact the appropriate Assistant State's Attorneys, Assistant City Solicitors, etc., and/or the Court Liaison Unit to obtain a Priority Agreement. Obtain the names of the persons contacted.

**NOTE:** Postponement requests for District/Circuit Court and Administrative Hearings are the responsibility of the summonsed member. Approval for the postponement can only be granted by a judge, and/or a governing official from the Administrative Hearing. Obtain written verification from an Assistant State's Attorney and/or a governing official from the Administrative Hearing approving the postponement.

### **Court Attire**

1. Members appearing in any court/Administrative Hearing shall wear either the uniform of the day or Court Attire.
2. Casual dress is not permitted.
3. The BPD Identification Card shall be affixed at all times to the outermost garment of all sworn personnel appearing in court in civilian attire.
4. Members on-duty, on call and having received a summons, must appear in appropriate court attire.
5. Members on-duty and having not been previously summonsed must respond within 20 minutes and advise the court of the circumstances of their appearance.
6. While in civilian attire, whether on-duty or off-duty, weapons shall be concealed at all times.

### Electronic Devices / Recording Device

1. Members on-duty or off-duty in courtrooms must either turn their cell phones off or switch them to silent or vibrate.
2. Members' cell phones shall remain on a belt clip or stored in a pocket, briefcase, or purse, and shall not be removed from that location while in the courtroom.
3. Bluetooth or any similar type of ear piece shall not be worn while inside the courtroom under any circumstance.
4. Members shall not take photos, record activity, or transmit any activity obtained inside the court under any circumstance. A violation of this policy will result in confiscation of the aforementioned mobile device, in addition to ejection from the courtroom. The phone shall be returned at the conclusion of the officer's course of business with the court.
5. Members issued a Body Worn Camera (BWC) shall not activate the BWC inside of a court house, court room, or hearing room unless taking direct enforcement action such as making an arrest (See Policy 824, *Body Worn Cameras*).
6. Any willful violation of the above may result in being found in contempt of court and the member may be subject to sanctions.

### Court Summonses

1. Court summonses shall be distributed through PowerDMS.
2. All employees are required to log-on to the BPD email system during each tour of duty, unless extraordinary circumstances make it impracticable (See Policy 102, *Departmental Written Directives*).
3. Notification that new documents (summonses) are awaiting signature will appear in each member's email in-box. The subject in the email will state "PowerDMS Notification."
4. Members shall acknowledge receipt of court summonses, court appearances, postponements, and/or dismissals by logging into PowerDMS via desktop computer or mobile device, and signing electronically.
5. Members who do not acknowledge receipt of summonses or other court commitments via PowerDMS will be subject to disciplinary action.
6. Members who receive a summons not delivered through PowerDMS are still responsible to appear in court as outlined above on pages 1 and 2, under the section entitled, **Duty to Appear**.

### Court Overtime

1. To receive compensation for an off-duty court appearance, case review, or Administrative Hearing, time stamp "in" on the Off-Duty Appearance, Form 216 (see Appendix C), and attach it to your court summons or verification letter upon arrival at court.

**NOTE:** Do not time stamp in, or out, more than one Off-Duty Appearance Form. If you time stamp

more than one slip, you shall surrender any extra slips at the direction of the Court Liaison Unit, regardless of rank.

- 1.1. If no time stamp machine is present (e.g., Federal Court, Liquor Board Hearing, etc.) or the time stamp machine is not functioning properly, have the Assistant United States Attorney or other individual acting under the authority of a court or hearing body record your time of arrival on the Off-Duty Appearance Form.
- 1.2. The time of arrival shall be on or before the time indicated for appearance on the summons.
- 1.3. If the time of arrival is after the time indicated for appearance, submit an Administrative Report, Form 95 explaining the reason for lateness. Failure to complete this reporting, or lateness resulting in case postponement or dismissal, may result in the denial of overtime payment for the appearance.
2. When the case, meeting, or hearing is completed, time stamp "out" on the Off-Duty Appearance Form.
  - 2.1. If no time stamp machine is present or the time stamp machine is not functioning properly, have the Assistant United States Attorney or other individual acting under the authority of a court or hearing body record your time of completion on the Off-Duty Appearance Form.
3. Have the Assistant State's Attorney or other individual acting under the authority of a court or hearing body certify your attendance, time of arrival and time of completion on the Off-Duty Appearance Form by signing the box titled "COURT CERTIFICATION."
4. A minimum of two hours shall be paid at a rate of 1 ½ times the normal hourly rate of pay for off-duty court appearances.
  - 4.1. When a member is required to attend two or more courts/hearings on the same day, with a starting time of two or more hours between each court, the member shall receive a minimum compensation of four hours at a rate of 1 ½ times the normal hourly rate of pay.
  - 4.2. Members must complete separate Off-Duty Appearance Forms for each court appearance/hearing.
5. When a retired member is summonsed by a court, within one (1) year from the member's retirement date, to appear and give testimony in a matter arising within the scope of his/her employment while the retiree was an active Baltimore Police Officer, such retiree shall be paid a flat rate of \$50 as compensation for all time spent. The retiree may be required to present proof of attendance satisfactory to the Agency prior to payment.

### **Postponement Requests**

1. To request a postponement, contact the Assistant State's Attorney or other legal representative (in cases such as Administrative Hearings, Liquor Board Hearings, etc.) handling the case as soon as possible before the day of trial.

2. Only the judge or competent legal authority can grant a postponement.

### **Retrieving Evidence**

When required, respond to the Evidence Control Unit (ECU) and retrieve evidence needed for court (see Policy 1401, *Control of Property/Evidence* and 1402, *Handling of Controlled Dangerous Substance*).

### **Court Preparation and Presentation**

1. Be prepared and have in your possession a complete case folder for every court appearance, where applicable.
2. Ensure copies of traffic citations associated with felony cases are given to the Assistant State's Attorney, or otherwise upon request.
3. Update case folders as documents become available.

### **On-Call Status**

1. Members may request to be placed "on-call" from the Court Liaison, the OSA, or a governing official from the Administrative Hearing.
2. Only the Court Liaison, the OSA, or a governing official from the Administrative Hearing may grant "on-call" status to a member.
3. On-duty on-call sworn members are expected to respond to court within 20 minutes of notification.
4. Off-duty on-call members must appear at the agreed-upon time determined by the Court Liaison, the OSA, or the governing official from the Administrative Hearing that placed the member "on-call."
5. After being placed on-call, if a member is later advised that they must respond to court, the member must respond immediately and without delay.
  - 5.1. If submitting an Off-Duty Appearance Form, the form shall be time-stamped or completed by the summoning authority to accurately record the time you arrived at court, not the time that you were placed on-call.
  - 5.2. Complete an Administrative Report, Form 95 indicating the fact that you were summonsed to court after being placed on-call, explaining why your starting time is not on or before the time indicated on your summons.

**NOTE:** Failure to report at the prescribed time will result in BPD disciplinary action.

6. Off-duty on-call status is not available for minor Traffic Court at any time.

### **Grand Jury**

When summonsed for a Grand Jury appearance, meet with the OSA for a case review prior to Grand

Jury presentation.

### **Felony Review / Case Review**

1. When a prosecutor requests a meeting to review a case or investigation, combine the meeting, when possible, with a regularly scheduled court appearance and/or tour of duty.
2. Submit an OSA verification letter, and an Off-Duty Appearance Slip, Form 216 signed by the requesting Assistant State's Attorney, to your Commanding Officer if overtime is needed for a felony review. The letter shall include the reason for the meeting as well as the date, time, location, and duration of the meeting.

### **Civil Citation Court**

Respond to Civil Citation Court only when contacted by the Civil Citation Prosecutor or the Legal Affairs Section, and ordered to attend.

**NOTE:** The Civil Citation Prosecutor may contact you before the trial date to discuss your case and/or testimony.

### **Instant Jury Trials**

1. District Court defendant requests for Instant Jury Trials may be referred immediately to Circuit Court for Jury Trial.
2. Members summonsed for Instant Jury Trial, via the Court Liaison, the OSA, court clerk, or Command are required to appear in Circuit Court. Failure to appear for an Instant Jury Trial will result in disciplinary action.

### **Forfeiture Hearings**

1. Upon receipt of a Forfeiture Hearing notice from the Legal Affairs Section, forward copies of all relevant documentation and records within seven days.
2. Contact the Legal Affairs Section at least three days before the trial date to discuss your testimony.

### **Arrests in Court**

1. Do not arrest a defendant inside of the courtroom unless exigent circumstances exist. Wait until the court proceedings are over and arrest the defendant outside of the courtroom.
2. When a warrant arrest is made by bailiffs or the Court Liaison Unit, the District where the courthouse is located shall be responsible for handling the arrest to include acquisition of the warrant and prisoner transportation.

### **Body Attachment**

When a Body Attachment is issued by a judge, Court Liaison Officers shall:

1. Ensure the Body Attachment is signed by an issuing judge;

2. Call BPD Communications at 410-396-2284;
3. Speak with the Sergeant or Lieutenant at BPD Communications, giving the name and address of the person for whom the Body Attachment is issued;
4. Wait at least 30 minutes to call BPD Communications and ensure a patrol unit has been assigned and is on the way to the location of the Body Attachment;
5. Notify the Assistant State's Attorney/Judge of the progress of the Body Attachment;
6. Have the Patrol Officer bring the person in the Body Attachment before the judge or judicial authorities upon arrival to the courthouse; and
7. If the proceedings are in recess, notify the Administrative Judge of the Body Attachment status.

#### **District/Unit/Section Administrative Supervisors**

1. Upon receipt of a court summons, forward the summons to the Court Liaison Unit.
2. When a member is unavailable to appear for a scheduled court date because of prolonged medical leave, military leave, vacation, etc., immediately return the summons to the issuing court and notify the Court Liaison Unit, providing both with an explanation.
3. When a member is unable to notify and/or appear in court due to an emergency medical situation or other similar exigent circumstance, notify the Court Liaison Unit immediately.
4. Address inquiries from various courts and the OSA in attempting to locate a member who is needed in court.
5. Distribute BPD directives that require members to appear at Administrative Departmental Hearing Boards.
6. When Civil and Criminal Witness Summonses are served by the Baltimore City Sheriff's Department, acknowledge receipt by providing your signature.
7. Scan/email copies of the rundowns of all members working day work shifts (0500 hours - 1400 hours) to [CourtLiaison@Baltimorepolice.org](mailto:CourtLiaison@Baltimorepolice.org) on days court is in session.
8. When notified by the Court Liaison Unit that members under your Command have been summonsed for Instant Jury Trial:
  - 8.1. Contact the members listed on the Instant Jury Trial Notification and document the results on the form;
  - 8.2. Contact the Circuit Court Misdemeanor State's Attorney's Office upon completion of the form and advise them of the summonsed member's status;
  - 8.3. Scan/email a copy of the completed form to the Circuit Court Misdemeanor State's Attorney's Office and the Court Liaison Unit; and



9. Assist members scheduled to appear in multiple courts on the same date/time so that a Priority Agreement can be arranged.

### **First-line Supervisors**

Ensure members under your supervision electronically sign and acknowledge the receipt of summonses through their PowerDMS account.

### **Supervisor/Shift Commander**

1. Ensure first-line supervisors monitor the PowerDMS in-box of their subordinates to ensure summons are being properly signed for and acknowledged.
2. Ensure copies of the court summons book and rundowns of all members working day work shifts (0500 hours - 1400 hours) have been scanned and emailed to CourtLiaison@Baltimorepolice.org on days court is in session.

### **Commanding Officer**

1. Ensure a Blue Team entry is made when a member of your command fails to appear for court or other official hearing or appointment.
2. Ensure a Blue Team entry is made when a member fails to promptly sign and acknowledge receipt of a summons through PowerDMS.

### **Court Summons Unit/Court Liaison Unit**

1. Assist all members in matters related to court appearances.
2. Enter all summonses for court appearances into PowerDMS by:
  - 2.1. Scanning the paper summons into an electronic PDF format,
  - 2.2. Naming the PDF in the following format:
    - 2.2.1. Sequence Number,
    - 2.2.2. Officers Name (Last, First),
    - 2.2.3. Court Date (mm/dd/yy),
    - 2.2.4. Case Number, and
    - 2.2.5. Defendant's Name (Last, First).
  - 2.3. Assigning each summons to the appropriate member by sequence number and assignment.
  - 2.4. Returning the summons to the issuing court with an explanation and forwarding address, if the summons is for a former member of the BPD and the forwarding information is known.

3. When notifying a member of a court appearance, document the notification.
4. If the summonsed member is unaware of a defendant's decision to opt for an Instant Jury Trial:
  - 4.1. Contact the member and the member's Administrative Supervisor and notify them of the date/time/location of the Instant Jury Trial; and
  - 4.2. Scan/email a copy of the Instant Jury Trial Notification, Form 461 (Appendix B), to the member and the member's Administrative Supervisor, and to the Circuit Court Misdemeanor State's Attorney's Office.
  - 4.3. Enter the Instant Jury Trial Notification, Form 461 into PowerDMS and assign it to the member electronically (see number 2, page 9 under **Court Summons Unit/Court Liaison Unit**).
5. Assist members who are scheduled to appear in multiple courts on the same date/time so that a Priority Agreement can be arranged.
6. Ensure court closing dates are clearly communicated to members.
7. If the OSA cancels the need for a member to testify, ensure notification to the summonsed member not to appear is made.
8. Upon being notified that a member failed to appear for court, investigate the reason for the FTA.
  - 8.1. If able to verify that the member was issued a summons, signed the Court Summons Book, or was orally notified of the court proceeding in question by the Court Liaison, Command or OSA, enter the FTA into Blue Team.
  - 8.2. If it is determined that the member was not properly summonsed/notified of the court proceeding, or a Priority Agreement obligated the member to attend another court proceeding at the same date and time, document/retain this information. Do not make a Blue Team entry.

## **APPENDICES**

- A. General Court Contact Information
- B. Instant Jury Trial Notification, Form 461
- C. Off-Duty Appearance, Form 216

## **ASSOCIATED POLICIES**

- Policy 102, *Departmental Written Directives*  
Policy 312, *Professional Appearance Standards*  
Policy 824, *Body Worn Cameras*  
Policy 1005, *Non-Uniformed Policing Standards*  
Policy 1401, *Control of Property and Evidence*  
Policy 1402, *Management of Evidentiary Controlled Dangerous Substances*

Policy 1504, *Uniforms and Equipment*  
Policy 1713, *Medical Policy*  
Policy 1808, *Payment to Members for Off-Duty Court Appearances*

**RESCISSION**

Remove and destroy/recycle Policy 1811, *Court/Administrative Hearing Procedures*, dated 5 March 2017.

**COMMUNICATION OF POLICY**

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

**APPENDIX A**

**General Court Contact Information**

General Telephone Numbers		
Scan and email rundowns and necessary documents relating to court matters to <a href="mailto:CourtLiaison@BaltimorePolice.org">CourtLiaison@BaltimorePolice.org</a> (Note: This method is preferred to faxes.)		
<b>Baltimore Police Department Liaison Locations and Contact Numbers:</b>		<b>Fax Numbers:</b>
Wabash Courthouse	410-878-8099	410-878-8079
Eastside Courthouse	410-878-8665	410-878-8666
Hargrove Courthouse	410-878-8323	410-878-8326
Circuit Courthouse	410-637-8423, 8424	410-637-3193
Juvenile Courthouse	443-263-8100	443-263-5347
Court Liaison Supervisor - Wabash	410-878-8099	
State's Attorney, Domestic Violence Unit	410-396-7444	
State Liquor Board License Hearing	410-396-4385	
Motor Vehicle Administration Hearing	410-229-4254	
Civil Citation Court, 501 E. Fayette Street	410-333-3722	
Baltimore Police Department Administrative Hearings	410-396-2080	
Baltimore Police Department Legal Affairs	410-396-2495, 2496	

**APPENDIX B**

**Instant Jury Trial Notification, Form 461**

Instant Jury Trial  
Form 461/06

POLICE DEPARTMENT  
BALTIMORE, MARYLAND

## INSTANT JURY TRIAL NOTIFICATION

To: Commanding Officer, \_\_\_\_\_ Date: \_\_\_\_\_  
*Assignment*

From: Court Liaison Unit, \_\_\_\_\_  Wabash Avenue  North Avenue  Southern District  
*Name*

Date & Time Notification Faxed to Command: \_\_\_\_\_

Name & Rank of Person Notified at Command: \_\_\_\_\_

The below named member(s) is/are required to appear at Instant Jury Trial. Ensure the named member(s) is/are notified and document the results below.

*Completed by Court Liaison Unit*

*Completed by Member's Designated Command*

Member's Name & Seq. #	Defendant	Member's Status (In court, On call, or FTA)	Date and Time of Instant Jury Trial	Member Notified by:	Member Notified by Command?	Member's Shift & Contact #
				<input type="checkbox"/> Court/Court Liaison Unit. <input type="checkbox"/> Member's Command.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Court/Court Liaison Unit. <input type="checkbox"/> Member's Command.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Court/Court Liaison Unit. <input type="checkbox"/> Member's Command.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Court/Court Liaison Unit. <input type="checkbox"/> Member's Command.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Court/Court Liaison Unit. <input type="checkbox"/> Member's Command.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Upon completion of this form, contact the Circuit Court Misdemeanor State's Attorney's Office, and fax a copy to the Circuit Court Misdemeanor State's Attorney's Office and the appropriate Court Liaison Unit. If the member(s) must be notified by Command and efforts to notify the member(s) were unsuccessful, contact the States Attorney's Office immediately. Ensure the Court Summons Book is updated.

Date & Time faxed back to Court Liaison Unit: \_\_\_\_\_

**Common Courthouse Fax Numbers**

**Borgerding District Court**  
410-878-8079

**East Side District Court**  
410-878-8666

**Hargrove District Court**  
410-878-8326

**Circuit Court**  
410-539-6575

**APPENDIX C**

**Off-Duty Appearance, Form 216**

<b>POLICE DEPARTMENT</b> BALTIMORE, MARYLAND					
OFF-DUTY APPEARANCE 04/216					
IN	OUT	<b>COURT CERTIFICATION</b>  _____ Signature/Title _____ CASE DISPOSITION			
Officer's Name:	Rank:	Assignment:	Social Security No.:	Locator No.:	Seq.#:
<b>USE REVERSE SIDE FOR COMMENTS/REMARKS</b>					
<b>STATUS:</b> <input type="checkbox"/> Leave Day <input type="checkbox"/> Medical Day <input type="checkbox"/> Permission Day <input type="checkbox"/> Vacation Day <input type="checkbox"/> Other		<b>Shift Working:</b> <input type="checkbox"/> 12 Midnight - 8 A.M. <input type="checkbox"/> 8 A.M. - 4 P.M. <input type="checkbox"/> 4 P.M. - 12 Midnight <input type="checkbox"/> Other _____			
<b>Date and Time of Appearance:</b>  <input type="checkbox"/> Summons Attached <input type="checkbox"/> Verification Letter Attached <input type="checkbox"/> Regular Traffic Court Day <input type="checkbox"/> See Reverse Side Summons or Complaint No.: _____	<b>(Supervisor)</b>  Overtime hours earned: _____  Meal earned: _____  _____ Signature (Supervisor)		_____ Officer's Signature _____ <b>Review and Approval:</b>  _____ Signature (Commanding Officer)		
1180-49-4					

**APPENDIX C**

**Off-Duty Appearance, Form 216 (Reverse Side)**

SEQ#                    C.C.# \_\_\_\_\_                    H# \_\_\_\_\_

DEFENDANT NAME

ARREST DATE

TESTIFY \_\_\_\_\_ YES \_\_\_\_\_ NO

PRIMARY CHARGES

1.

2.

OFFICER ROLE CODE#

OTHER OFFICERS SEQ#

SPECIAL CIRCUMSTANCES