

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT  
MANUAL OF GENERAL ORDERS**

<b>General Order: 2.07</b>	<b>Effective: 04/20/2020</b>	<b>Supersedes: 12/18/2017</b>	<b>Number of Pages: 2</b>
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**DEPARTMENTAL RULES AND REGULATIONS: APPEARANCE AS A  
WITNESS**

- A. Each member will attach the utmost importance to their appearance in court as a witness and be present at the time specified by the court, except in emergencies. In such cases, the court will be notified.
  
- B. A member receiving subpoenas calling for their appearance in different courts at the same time, will be governed by the subpoena first reaching their hands; however, a subpoena issued by the Circuit or other higher court will have precedence over a subpoena issued by either the General or Juvenile and Domestic Relations District Court, regardless of time served.
  
- C. Subpoenas will have priority over an order issued by a supervisor, but the member has the responsibility to inform their supervisor that they are subpoenaed to court in each case where obedience to such an order would conflict with their appearance in court.
  
- D. Members serving in uniformed assignments are required to appear in court in uniform when testifying as a witness [relative to official acts]. When attending court in civilian clothes, a coat and tie will be worn by the male members of the Department and female members will dress in comparable fashion.
  
- E. A member will not make themselves conspicuous while awaiting their turn to testify. While on the witness stand, they will sit erect in an attentive manner facing the judge or jury while giving testimony, speaking in a clear, pleasant and audible tone. Members will not speak in a sarcastic, flippant or disrespectful manner while on the witness stand.
  
- F. Members will refrain from assuming the role of prosecutor during the presentation of cases and will consistently adhere to a policy of appearing in all cases with an entirely nonpartisan attitude.
  
- G. Members will not attempt to influence any court in any manner and will make no recommendations unless called upon to so do by the court.
  
- H. Members will not attend any court here (Prince William County) or in any jurisdiction for the purpose of testifying, or appearing as a defendant while wearing a Prince William County Police uniform, if the purpose of their attendance does not relate to acts which occurred during the performance of official duties.

- I. Any member who will be absent from duty for reasons which entitle them to sick leave will so notify their supervisor at least one hour prior to their scheduled reporting time. If the supervisor cannot be reached, the concerned member will call an on duty supervisor and advise that they will not be in for their scheduled duty assignment. The concerned member will provide their name, the name of their immediate supervisor and the times they were scheduled to report for duty.
  1. The concerned member will be responsible for notifying the Court Liaison Officer.
  2. The Court Liaison Unit will have the responsibility for seeing that the appropriate court is notified of the situation. This unit will also take whatever action is necessary to notify the court and other interested parties of the concerned member's next court date.
  
- J. Distribution of Subpoenas to Concerned Members.
  1. The Court Liaison Unit will function as the receiving point for all subpoenas directed to members.
  2. On receipt of a subpoena, the Court Liaison Unit will ensure the subpoena is forwarded to the concerned member's immediate supervisor. The receiving supervisor will be responsible for ensuring that the subpoena is delivered to the concerned member and that the copy is signed, dated and returned to the Court Liaison Unit to indicate that the concerned member has received the subpoena.
  3. In cases where the Sheriff's Office makes late service (within five (5) days of the court date) at the Court Liaison Unit, the Court Liaison Unit will forward the subpoena (in an envelope marked "*Immediate Subpoena Service*") to the on-duty patrol supervisor for the District in which the member (Operations, CID, etc.) is stationed. This supervisor will be responsible for ensuring that the concerned member is notified.
  
- K. Members will collect all witness, mileage and attendance fees to which they are entitled in courts in this state and submit such money collected through channels to the Chief of Police together with a memorandum entitled, "*Officer's Court Attendance and Mileage Fee Report.*" Members are not entitled to and will not collect any money, either for mileage or attendance as a witness in any criminal or traffic case, in a court in this county.