

**CHAPTER 11 – DEMEANOR IN COURT**

**Section 11.00 – Responsibility**

**Section 11.01 – Preparation of Cases**

**Section 11.02 – Courtroom Demeanor**

**Section 11.03 – Court Attendance**

**Section 11.04 - Court Duty**

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## **CHAPTER 11 – DEMEANOR IN COURT**

### **Section 11.00 – Responsibility**

All members of the Police Department shall work in cooperation with the Judge, Prosecutor, City Attorney, and Court Administrator. Proper decorum will be observed in and around the court at all times.

### **Section 11.01 – Preparation of Cases**

Police Officers and Animal Control Officers must ensure that cases are properly prepared for prosecution, and that supporting data and evidence are readily available for introduction without delaying normal procedures of the court. The court will assure that all cases are presented in the appropriate manner.

### **Section 11.02 – Courtroom Demeanor**

When appearing in court, all department members shall maintain the highest degree of professionalism. They shall sit erect, maintain silence while waiting for their case(s) to be called, not talk, whisper, or disturb the court. Every officer shall be properly dressed, in a long-sleeved uniform shirt and tie or business attire.

### **\*Section 11.03 – Court Attendance**

Members shall be responsible for being in court when their case is called or notifying a supervisor as soon as possible when they cannot be present so that proper arrangements can be made to continue the case(s).

### **\*Section 11.04 – Court Duty**

From time to time, officers may be called upon for special or overtime assignment to the court, by assisting the bailiffs or serving in their absence. If officers are unable to serve in the assignment, they are responsible for notifying a supervisor as soon as possible to provide adequate staffing.