



City of Racine Police Department
Policy and Procedure

Number: 1001

Table with 3 columns: Subject (Appearance and Conduct in Court), Date Issued (5-9-80), Effective Date (02-25-11), Revision Number (4)

POLICY:

One of the most important opportunities that we have to portray the Department as a professional organization is when we appear in court. During the courtroom process, we can create a winning impression to supplement our testimony about the case by our appearance to the judge and jury. This procedure provides the guidance to initiate that impression with regards to our appearance and demeanor.

PROCEDURE:

When a member is scheduled to appear in court, he or she shall follow these considerations:

MEMBER:

- 1. Members assigned to uniformed positions are required to appear in complete uniform, including necktie, as described in P&P 1301. Members will check-in for court, per P&P 1002, in complete uniform.
2. Members assigned to plainclothes positions, including Investigators and Patrol Officers assigned to SIU or other casual dress positions, are required to appear in plainclothes attire, including necktie, as described in P&P 1302. Members will check-in for court, per P&P 1002 in appropriate plainclothes attire.
3. Prepare for your potential testimony by:
a. Reviewing case material with other officers prior to court appearance time.
b. Bringing necessary reports, evidence, etc., as appropriate.
4. Refrain from discussing the case with the defendant as well as his or her attorney.
5. When required to give testimony:
a. Ensure that you understand the question before answering; request that the question be repeated for clarification, if necessary.
b. Remain calm, impartial, and speak distinctly.
c. Answer truthfully and as briefly as possible - do not volunteer additional information.
d. Be attentive and respectful.
e. Be accurate and give relevant testimony.
f. Remain in court until released by the judge, prosecuting attorney, or court officer as may be appropriate.
6. Upon completion of appearance:
a. Return the reports, evidence, etc., to the Department.
b. Prepare any required reports.
7. If unable to appear in court as required, notify the Court Sergeant as far in advance as possible.

RELATED PROCEDURES:

- 400 - Rules of Conduct, Section 7a. "Judicial Demeanor and Process"
1002 - Duty Related Court Appearance
1301 - Standard Police Uniform Specifications
1302 - Plainclothes Dress Specifications
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