


Subpoenas and Court Appearances

325.1 POLICY HEADER

Original Effective Date:	Revised Date:
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

325.2 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Mt. Lebanon Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.3 POLICY

Mt. Lebanon Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.4 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

325.4.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf or at the request of any party other than the District Attorney shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the Municipality or one of its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Mt. Lebanon Police Department.

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- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Mt. Lebanon Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

Officers shall not testify in a civil case in which the Department may have an interest without prior approval of the Chief of Police, unless they have been legally summoned to do so, in which case the Chief of Police shall be notified by memorandum in advance of such testimony.

No member shall be retaliated against for testifying in any matter.

325.4.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current collective bargaining agreement.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member (42 Pa.C.S. § 5903).

[For additional info on Subpoena/Court Appearance Procedure in Civil Actions click here](#)

325.4.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

Officers shall only be permitted to testify as a character witness for a criminal defendant if prior written authorization has been obtained from the Chief of Police or the authorized designee.

325.5 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

325.6 STANDBY

Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.7 COURTROOM PROTOCOL

When appearing in court, members shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Dress in the department uniform or business suit.
- (c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

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325.7.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

325.8 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current collective bargaining agreement.