
Subpoenas and Court Appearances

344.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Department employees who must appear in court.

344.2 POLICY

Yolo County Probation Department employees will respond appropriately to all subpoenas and any other court-ordered appearances.

344.3 FAILURE TO APPEAR

Any employee 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.

344.4 STANDBY

To facilitate standby agreements, employees are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If an employee on standby changes his or her location during the day, the employee shall notify the designated Department member of how he or she can be reached. Employees are required to remain on standby until released by the court or the party that issued the subpoena.

344.5 COURTROOM PROTOCOL

When appearing in court, employees 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 attire.
- (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.

344.5.1 TESTIMONY

Before testifying, the subpoenaed employee shall review relevant reports and become familiar with the content in order to be prepared for court.

344.6 OVERTIME APPEARANCES

When an employee appears in court on his or her off-duty time, he or she will be compensated in accordance with the current memorandum of understanding or collective bargaining agreement.