



East Norriton Township Police Department

GENERAL ORDER 2.1.9

HEARINGS, COURT NOTICES, APPEARANCES AND CONTACTING WITNESSES

Subject:

Issued Date:

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March 23, 2011

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PLEAC STANDARD Reference

Index Words

2.1.9 Hearings, Court Notices, Appearances and Contacting Witnesses

- A. When witnesses are needed to appear at court hearings, it will be the responsibility of the reporting/investigating officer to notify all witnesses. The officer will record in writing the time, date and means used (phone, writing, in person) to notify the witness. If the witness(s) cannot be notified, the officer will make a written report and notify the District Justice's Office. All the information will become part of the incident record.
- B. Officers will appear in court at the specified time, date and place noted on the hearing notice, unless continued. Officers shall be prepared for court and shall have all necessary items needed for court. (Items include, but are not limited to: reports, notes, evidence, case folder, photos, and witnesses). If the defendant is incarcerated, the arresting officer is responsible for notifying the Duty Sergeant or OIC, and the place of incarceration at least one (1) day in advance to make arrangements for prisoner pick-up.
- C. Whenever practical, every Supervisor and Officer shall be responsible to continue any hearing scheduled by the District Justice during any off-duty time, with the exception of Preliminary Hearings for they have certain time restraints and situations regarding the availability of Commonwealth witnesses.

By order of:

A handwritten signature in cursive script, appearing to read "Brandon Pasquale".

Brandon Pasquale
Chief of Police