

935 Court Appearances

935.2.6 COURT APPEARANCE GUIDELINES AND REQUIREMENTS

- (a) Employees will not request personal leave (e.g., vacation, exceptional vacation, compensatory leave, personal holiday), nor will supervisors approve these requests for any date and times the requesting employee has already received and acknowledged a subpoena.
 - 1. Supervisors may approve these leave requests if the requesting employee provides documentation that a Motion for Continuance has been filed and granted for all court cases occurring during the requested leave period.
- (b) When a subpoena or notification indicates "MUST APPEAR," employees shall appear in court on the designated date and time.
- (c) When a County or District Court subpoena does not indicate "Must Appear," employees shall:
 - 1. Jury Trials
 - (a) Contact the Court Liaison for specific appearance instructions
 - 2. Pre-Trials and Trials Before the Court
 - (a) Appear on the designated date and time or be available by phone or pager.
 - 1. Phone and pager numbers on file with APD-HR will be used to contact employees.
 - 2. Employees are responsible for ensuring the Court Liaison has the appropriate phone number. Employees may leave a voice mail for the Court Liaison containing alternate phone number(s).
 - 3. Employees will not be compensated for being available by phone.
- (d) The appropriate Court Liaison should be notified as soon as possible when employees will be detained or late.
- (e) ~~Officers are required to sign in on the sign in logs and complete overtime sheets (when overtime is earned) while attending court. Location of logs and overtime forms are outside the court liaison's offices, ALR hearing rooms, Gardner Betts, and the Williamson County courthouse~~ Officers are required to electronically sign in on the electronic sign-in log found on the APD CitySpace webpage: (<https://sharepoint.ausps.org/sites/apd/Court/layouts/15/start.aspx#>). In the event the officer is unable to electronically sign-in for any reason, please contact the Court Liaisons.
- (f) Officers earning overtime while attending court, ALR hearings, and/or Gardner Betts shall complete an electronic court overtime form. The completed electronic court overtime forms should be sent to the APD Court liaison email address at Court.Liaison@austintexas.gov.