



**Subject: Criminal and Traffic District Court Date Assignments**

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## I. Purpose:

Department police officers make hundreds of appearances before the Maryland District Court, often during off-duty hours. This inhibits police officers from taking full advantage of regularly scheduled leave and creates a financial burden on the Department due to overtime expenses. In an effort to reduce the number of District Court appearances, the Department will schedule District Court dates for each officer months in advance.

## II. Definitions:

- A. **On-duty:** For the purposes of this policy, on-duty hours are those regularly occurring hours scheduled in advance when an officer is performing work for the Town of Ocean City.
- B. **Off-duty:** For the purposes of this policy, off-duty hours are those hours when an officer is not on-duty.

## III. Policy:

It is the Policy of this Department to enhance its internal efficiency by assigning officers to regularly scheduled District Court dates, thereby minimizing the number of District Court appearance scheduled for each officer. When possible, District Court dates will be scheduled during on-duty hours so as to minimize the disruption to officer's off-duty schedules and to minimize the accrual of overtime for District Court appearances.

## IV. Procedures:

- A. Twice each year the Records Section shall notify the District Court of scheduled District Court dates for all sworn permanent personnel. Dates for January through June shall be supplied no later than September 15 of the previous year and dates for July through December shall be supplied no later than March 15 of the same year.
- B. Four or five dates shall be supplied for each officer each month depending on officer District Court history, as designated by the Patrol Division Commander or his/her designee. When possible, dates shall be selected based on an officer's schedule in an attempt to have officers report for District Court during regularly scheduled on-duty hours.
- C. The Records Section shall notify all officers by email of their scheduled District Court dates in accordance with the schedule mentioned above. Additionally, each schedule shall be published as a Special Order and maintained in the computerized Special Orders Index. Officers should be mindful of the fact that many circumstances affect the scheduling of District Court dates so officers will not always have District Court cases set on a scheduled District Court date and may have District Court scheduled on other dates.
- D. Traffic citations will generally be scheduled by the District Court in accordance with an officer's District Court schedule. In order to ensure that criminal cases are likely to be scheduled in accordance with an officer's District Court schedule **the officer must list at least two scheduled District Court dates at the end of**



**the probable cause statement that is submitted to the District Court Commissioner. For general criminal cases these dates must be at least sixty (60) days from the date of the arrest. For cases involving C.D.S. evidence which needs to be analyzed these dates must be at least ninety (90) days from the date of arrest.**

- E. This procedure applies only to the scheduling of District Court cases. Circuit Court cases will continue to be scheduled at the discretion of the Clerk of Circuit Court without regard to this procedure.

**Reference(s):**

**Supersedes:**

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