


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"COURT APPEARANCES-GENERAL REGULATIONS"</b>		<b>ORDER NUMBER:</b> <b>53-01</b>
		<b>PLEAC STANDARD:</b> <b>NONE</b>		<b>PAGE 1 OF 10</b>
<b>REISSUE DATE:</b> <b>1/14/2020</b>	<b>EFFECTIVE DATE:</b> <b>9/10/14</b>	<b>REVIEW MONTH:</b> <b>SEPTEMBER</b>	<b>RESCINDS:</b> <b>53-7</b> <b>ALL PREVIOUS</b>	<b>AMENDS:</b> <b>NONE</b>

**1.0 POLICY / PURPOSE**

- 1.1 The purpose of this policy is to provide guidelines to members and/or employees of the Pittsburgh Bureau of Police governing their responsibilities if they are required to appear in court, as related to their performance of Police duties, as well as if they are required to appear as a defendant in a criminal, traffic, or civil court proceeding, or as a witness in a criminal or civil court proceeding.
- 1.2 Additionally, this policy governs the actions of any member and/or employee of the Pittsburgh Bureau of Police who may be requested or required to appear on behalf of a defendant charged in a criminal or civil court proceeding, or who may be requested or required to give statements to investigators or counsel representing private litigants in actions or potential actions.

**2.0 GENERAL PROCEDURES**

- 2.1 All members, whether they are the constable or witness on any case, shall obey all summons, subpoenas, or notifications, and shall appear as directed on the specified date and shall be punctual in their appearance.
- 2.2 Any member required to appear in any court or at any hearing, arising out of the performance of Police duties, during his/her tour of duty shall notify his/her immediate superior immediately upon his/her notification of the date of the appearance. Members shall leave their post in sufficient time to assure their appearance in court at the appointed time. When the court appearance is completed, the member, if still on duty, shall report back to his/her post or assignment. The EOC/dispatcher shall be notified both when leaving and returning to his/her post.
- 2.3 Any case which may be discharged or dismissed for failure of a member to appear or for failure of a member to be punctual either as the constable or as the witness, arising out of the performance of Police duties, may subject that member to disciplinary action. This shall also include Traffic and Non-Traffic Summary Citations.
- 2.4 All members appearing in any court or at any hearing, arising out of the performance of Police duties, shall have their identification card in their possession and shall present it to the Court Liaison Sergeant or his/her designee if requested to do so. The identification card will be used to check in and out of court, at the kiosk. Failure to have identification card may result in discipline.
- 2.5 Once signed in for court, all members must notify the appropriate Court Liaison Sergeant if they have to leave court for any reason.
- 2.6 As per Section 8 (B) of the Working Agreement Between the City of Pittsburgh and the Fraternal Order of Police, any officer who appears in court as a defendant in a civil or criminal case arising out of the performance of police duties may elect to have his/her shift changed to coincide with the scheduled court appearances.
- 2.7 An Officer electing such change would waive any claim to overtime within a twenty-four (24) hour period in relation to his / her regularly scheduled shift.

**3.0 ATTIRE FOR COURT APPEARANCES ARISING OUT OF THE PERFORMANCE OF POLICE DUTIES**

- 3.1 All members of the Pittsburgh Bureau of Police, both male and female, when appearing for any hearing or in any court shall be neat, clean and well-groomed and attired in such styles of dress that they will reflect the high standards of appearance of the Pittsburgh Bureau of Police.
- 3.2 The official Pittsburgh Bureau of Police uniform is the most appropriate attire for a court appearance or hearing and should be utilized whenever possible, so much as the appearance is a result of performance of Police duties.
  - 3.2.1 When PBP Members are appearing in any Municipal Court (i.e. – City Court, Traffic Court, Domestic Violence Court, or Regional District Court), they may appear in the Uniform of the Day. Members of the following Specialty Units – Bicycle Patrol, Motorcycle Patrol, River Rescue, K-9, E.O.D., and Truck Safety – are authorized to wear their Specialty Unit work uniform. Members assigned to Bicycle Patrol are required to wear full-length pants, uniform shorts are not permitted.
  - 3.2.2 When PBP Members are appearing in any Criminal Court (i.e. – Criminal Court, Family Court, Juvenile Court, Commonwealth Court, Federal Court, Appeals Court), they may appear in the Uniform of the Day. Specialty Unit work uniforms are not authorized for these courts.
- 3.3 No member shall mix any part of the uniform with other forms of dress. Members shall be attired in either the complete police uniform of the day or in approved civilian attire (SEE SECTION 3.5).
- 3.4 Members assigned to the PM shift shall be expected to report for duty in uniform immediately after court when the court appearance extends beyond their normal starting time.
- 3.5 Attire of Male and Female Members electing not to appear in uniform
  - 3.5.1 Male members appearing in any court, arising out of the performance of Police duties, and choosing not to appear in uniform shall be neatly attired in a clean, pressed suit or sport coat worn with a dress shirt and tie, dress slacks, and dress shoes.
  - 3.5.2 Female members appearing in any court, arising out of the performance of Police duties, and choosing not to appear in uniform shall be neatly attired in a clean, pressed suit, dress, or blazer, worn with a blouse or turtleneck shirt, a sweater, dress slacks, or skirt and dress shoes. When wearing dresses or skirts, the hemline shall be of a modest length, slightly above the knee or lower, in order to present a professional appearance.
  - 3.5.3 Male/Female members appearing in Trial Preparation Interviews in the Criminal Courthouse may appear in the Pittsburgh Bureau Uniform (3.2), or may dress in business casual attire: dress pants, slacks, cargo pants-casual shirt with collar, sweater, turtleneck, dress shoes and loafers, or, in the same attire as outlined in sections 3.5.1 and 3.5.2 above.
  - 3.5.4 Excessive amounts of makeup (eye shadow, blush, lipstick, etc.), jewelry (necklaces, rings, bracelets) and perfumes/colognes with strong scents or in excessive amounts shall not be worn.
  - 3.5.5 Plunging necklines, bare midriffs, or tight fitting clothing are not permitted.
  - 3.5.6 Blue jeans, other types of jeans or denim, athletic pants, shorts, tank tops, sweat shirts, T-shirts, baseball or football jackets, sandals, flip-flops, other open-toe shoes, sneakers, tennis shoes or any other similar items of casual clothing shall not be permitted to be worn at any hearing or in any court.
- 3.6 Firearms

3.6.1 [REDACTED]

3.6.2 [REDACTED]

3.6.3



3.7 No member appearing in Federal Court shall be attired in the police uniform, nor any part of it. Members appearing in Federal Court are to wear appropriate civilian attire as listed in section 3.5.

**4.0 SETTING DATE OF COURT HEARING OR TRIAL**

4.1 All dates for hearings to be held at City Court, Traffic Court or at any other District Municipal Court shall be set at the Central Records and Reporting Unit (CRRU) by CRRU personnel who shall coordinate such possible dates that may be available.

4.1.1 Hearing dates shall be set no less than three (3) nor more than fourteen (14) days from the date of the arrest.

4.1.2 When there is evidence to be processed at the Crime lab, or reports of ownership of weapons, etc., which is required for the hearing, the hearing date shall be set at the maximum, fourteen (14) days.

4.2 Dated for any additional pre-trial conferences shall be set by the District Attorney's office and the date for any ensuing court trial shall be set by the courts.

**5.0 POSTPONEMENTS / AVAILABILITY FOR COURT**

5.1 No member shall unnecessarily postpone any court case or hearing.

5.2 Members shall notify the appropriate Court Liaison Sergeant or his / her designee of any expected absences; this includes scheduled vacations, training, extended Military deployments, scheduling conflicts, and any other anticipated absences.

5.2.1 In-service training is not an acceptable excuse to request a postponement.

5.2.2 Approved travel / training request forms shall be submitted to the Court Liaison Sergeant for other approved trainings.

5.3 Generally, members shall not seek a postponement on a case solely because they have another court case or hearing scheduled on the same date. Members who have conflicting court or hearing appearance schedules shall consult with the assigned Court Liaison Sergeant or their designee regarding the conflict.

5.4 If a member is unavailable for court or a postponement is requested, the member must submit a request, in writing, in advance of the anticipated court date, to the Court Liaison Sergeant or their designee. The form must be e-mailed to the Court Liaison Sergeant as listed in Section 15. This notice shall be given as soon as the member is aware of the conflict. As much notice should be given as possible.

5.4.1 Members are to complete a REQUEST FOR POSTPONEMENT / COURT AVAILABILITY FROM, PBP Form 62.10 for criminal / juvenile / summary appeals court, or PBP form 62.2 for municipal courts, to be submitted to the Court Liaison Sergeant or their designee seven (7) business days prior to the anticipated date of the court proceeding. The exception is Summary Appeals Court, which requires a fourteen (14) day notice to postpone

5.4.2 The REQUEST FOR POSTPONEMENT / COURT AVAILABILITY FORM, PBP Form 62.10 and PBP Form 62.2 can be found in the Police Officer's Toolkit, in the "Administrative Forms" folder.

5.4.3 All forms must be filled out completely and accurately, and be submitted in a timely manner. Subpoenas contain the case name, ADA assigned to the case, Probation Officer, CCR number, and the OTN or Docket Number.

- 5.4.4 The Court Liaison Staff will maintain a log containing a copy of the request, and then forward the request to the District Attorney's office to be presented to the court.
- 5.4.5 The only exceptions will be in the event of an emergency, handled on a case by case basis by the Court Liaison Sergeant, or their designee.
- 5.5 Postponement requests must be granted by the courts and Officers should not assume that the request has been granted at the time it is submitted for consideration.
- 5.5.1 If the postponement is granted, Officers will be notified via the "Daily Postponement Schedule" sent out as a Bureau-wide e-mail message.
- 5.6 Members are reminded that Criminal Court, Juvenile Court, and Appeals Court postponements for the following day will be posted via the e-mail system, with the final posting no later than 1600 hours. Municipal Court postponements will be sent directly to the Case Constable.
- 5.7 Whenever evidence in a case requires a crime lab examination and the crime lab report is not available for the hearing, any postponements due to the unavailability of the crime lab report will be handled on a case-by-case basis the day of the hearing.
- 5.8 When a defendant is not present for court, unless directed by an ADA, members should be prepared to proceed with a hearing in the absence of the defendant (234 Pa. Code Rule 543).
- 5.9 Postponements may be considered when a member is on Worker's Compensation and the nature of his/her injury is such that the member is not sufficiently mobile to come to the court hearing/trial. If a member is on Administrative Leave, unless directed by the Chief of Police or designee, the member is to appear for all scheduled court appearances. It is the member's responsibility to contact the Sergeant Court Liaison to ascertain their court schedules.
- 5.10 Postponements will not be considered when a member is unable to attend and he/she was working with another member at the time of arrest. The other member will attend the court hearing/trial and handle the case. The Court Liaison Sergeant must be notified of this change prior to the hearing date.
- 5.11 Under normal circumstances officers will not postpone cases on the day of the hearing/trial. ONLY under extenuating circumstances will cases be postponed on the day of the hearing/trial and these requests will go directly through the Court Liaison Sergeant or his/her designee.
- 5.12 If a member is present in MUNICIPAL COURT ONLY and a case must be postponed the day of the hearing/trial, the following procedures are to be followed:
- 5.12.1 The member will complete the "Request for Continuance" form, stating the specific information concerning the reason for the continuance, and will submit it to an ADA for approval.
- 5.12.2 Cases will not be postponed for crime lab results unless defense counsel will not stipulate to the results. Members will be asked to provide the name of the defense attorney.
- 5.12.3 Members will then deliver the file to the Court Liaison Clerk, who will assign a new date. If required, a Crime Lab Request Form will be completed by the member and given to the Court Liaison Clerk.
- 5.13 Members are reminded that they are required to read their e-mail messages on every working day (*Refer to "Electronics Communications Policy", G.O. #68-1, Section 6.1*), to be advised of any postponements.
- 5.14 All members are required to check their APRS court schedule on every working day as is done with the email. If a discrepancy is found in the officers APRS court schedule, then it is the officer's responsibility to contact the proper court liaison to resolve the conflict. (Examples may include but not limited to: the case is in APRS court schedule but the officer did not receive a notice or subpoena or the officer received a notice or subpoena and the case is not showing in their APRS court schedule.)



5.15 Any member notified by an ADA and told not to appear on a case to which they were subpoenaed must contact the appropriate Court Liaison Sergeant as soon as possible.

**6.0 CASE CONSTABLES**

6.1 Based on the circumstances and information contained in the police reports, CRRU personnel are authorized to designate who will be the case constable.

6.2 Case Constables must be prepared and have all the necessary paperwork with them prior to attending any court proceedings. This includes copies of all police reports, crime lab receipts/reports, property room receipts, driving records, copies of altered/forged stickers and plates, etc.

6.3 Case constables must make proper and timely notifications to victims and witnesses of court dates and are responsible to ensure that all subpoenas are properly served and in a timely manner (civilian and police).

6.3.1 Case constables must serve all subpoenas on their cases in a timely fashion. Subpoenas should be delivered by hand. If this is not possible, then the subpoena may be placed in officer mailboxes or interoffice mail. If this is done, the case constable must also send an email to the officer stating that the subpoena is on the way, date of hearing, and defendant name. Case constables should keep a copy of the sent item as proof that the subpoena was served.

6.3.2 Case constables will be held accountable through discipline if they do not serve the subpoenas.

6.4 Subpoenas are to be served even if the case constable won't be in attendance at trial; cases often plea out when victims, witnesses and other police are present.

6.5 On the day of trial/hearing, Case constables are to check to ensure that all victims/witnesses are present and advise the ADA accordingly.

6.6 Case constables are to keep the involved personnel updated and inform them of their expected time to testify.

6.6.1 It is the responsibility of the constable to notify the Court Liaison Sergeant of all officer witnesses that are released or no longer needed for the case.

6.6.2 Upon both the prosecution and defense resting their cases, all officer witnesses will be released from Criminal Court unless otherwise directed by the ADA on the case.

6.6.3 It is the responsibility of the case constable to notify all officer witnesses and provide the Court Liaison Sergeant with the notice for the new date for a case.

6.7 Members on cases where the case constable has departed from the Bureau of Police, or is otherwise unavailable for court (e.g. Worker's Compensation, separation from the Bureau of Police, military leave), may be required to assume the case constable's responsibilities. Members shall facilitate this case as though it was their own.

6.8 It is suggested that the case constable prepare the affidavit of probable cause under normal circumstances.

6.9 The case constable is to ensure that all paperwork is obtained prior to the court proceeding and brought with them to court.

6.10 All cases in which a final disposition is rendered, a Supplemental Report shall be completed by the case constable prior to leaving court (Municipal, Criminal, and Juvenile). The Supplemental Report shall include the following:

Name of defendant / OTN / Judge / date of disposition / final disposition  
Name of co-defendants / OTN / Judge / date of disposition / final disposition  
Name of any outstanding warrants for future arrests  
Juvenile co-defendants / Judge / date of hearing / final disposition

6.11 If the co-defendants' hearing dates get separated, a new Supplemental Report will be generated using the above criteria so that all final disposition Supplemental Reports show all defendant information.

6.12 The case constable's supervisor will sign off on the Supplemental Reports.

**7.0 GENERAL RESPONSIBILITIES**

7.1 Members are responsible to assist the District Attorney's Office with the proper prosecution of the case. This will include:

7.1.1 When in court, personnel are to keep their case constable and Court Liaison Staff apprised of their whereabouts.

7.1.2 The Court Liaison Sergeant may, with the approval of the ADA, release a police witness and have them return at their expected time of testifying.

7.1.3 Whenever a member is summoned to appear in two or more courts at the same time, the member shall, as soon as possible, notify the Court Liaison Sergeant in charge of such court/s of the situation so proper arrangements can be made.

7.2 Any notifications for any court related activities must be documented and sent to the Court Liaison Sergeant, or their designee at the appropriate e-mail address, listed in Section 15.

**8.0 PRE-TRIAL SCREENING**

8.1 When a case is held for Criminal Court, the Case Constable will attend an immediate Pre-Trial Screening at the Municipal Courts Building.

8.1.1 All members attending any Municipal Court hearing (City Court, Traffic Court, Domestic Violence Court, Child's Court, etc.) shall come to court prepared to attend a pre-trial conference in the event that his/her case is held for court.

8.1.2 Pre-Trial Screenings will be held for all cases held for court, including DUI, retail theft, and prostitution cases.

8.2 When the District Justice holds a case for court, the bench clerk will complete the cover sheet on the court folder and will give the folder to the officer. Without delay, the member will then proceed to the Pre-Trial Screening Center in the Municipal Courts Building.

8.3 Members will have all pertinent reports and paperwork in their court folders. This will include the following if applicable:

8.3.1 Copy of the Criminal Complaint

8.3.2 Complete Pre-Trial Information Report From and Record of Evidence Received, containing verified and complete identification (name, AKA, OTN, SSN)

8.3.3 All police reports, as applicable:

8.3.3.1 Investigative Report

8.3.3.2 Offense Report

8.3.3.3 Supplemental Report(s)

8.3.3.4 Arrest Report

8.3.3.5 Field Contact / Search / Seizure Report

8.3.3.6 MO Report

8.3.3.7 PA State Collision Report

8.3.3.8 Intoxilyzer Report

8.3.3.9 BAC Report

- 8.3.4 Crime Lab Report of copy of Delivery Receipt from Crime Lab (if lab report is not ready)
- 8.3.5 Criminal History Report
- 8.3.6 Property Room Receipt
- 8.3.7 Certification of non-licensure for gun
- 8.3.8 Search for Current Whereabouts (if NEI)
- 8.3.9 All documents in "paper" fraud cases
- 8.3.10 Copies of any search warrant, affidavit of probable cause, and inventory
- 8.3.11 Certified driving records, if available, or a printout indicating license status and that the record has been ordered
- 8.3.12 Date and District Court of prior retail theft convictions
- 8.3.13 Hospital records
- 8.3.14 Evidence / Property Status Report
- 8.3.15 Any other applicable report, record, etc. pertaining to the case.
- 8.4 No Pre-Trial postponements will be granted due to a member's failure to be prepared to proceed at the Pre-Trial
- 8.5 Members are to print legibly on the Pre-Trial screening sheets to ensure that the county staff can properly read the list and subpoena the proper persons listed.
- 8.6 Members are to ensure that they list all Officers by full name and badge number. Case constables are to ensure that they list themselves first on the Pre-Trial Screening Sheets, before other witnesses, to denote the Officer handling the case. Non-essential Officer / witnesses shall never be listed on any case. If a non-essential Officer / witness gets a subpoena, it is the responsibility of the case constable to notify the Court Liaison Sergeant immediately.
- 9.0 JUVENILE COURT**
- 9.1 Upon arrival at Juvenile Court, and as soon as possible, members are required to contact the Juvenile Probation Officer and the ADA assigned to their case;
  - 9.1.1 Probation Officers are responsible to make a recommendation to the court regarding the juvenile.
  - 9.1.2 Assistant District Attorneys are responsible to prosecute the case.
- 9.2 Members can only be released from a case by the ADA.
- 10.0 COURT PAY AND ATTENDANCE**
- 10.1 As a general rule, court pay at the applicable rate shall be awarded for appearances in court while a member is on pass, vacation, holiday, and for those appearances made before and/or after a tour of duty. However, the circumstances surrounding the court appearance and the determination as to how much pay is to be awarded shall be made in accordance with the contractual agreement between the City and the F.O.P.
  - 10.1.1 A member shall not receive any pay for attendance in court while on sick leave, compensation, or when he/she is summoned to testify in a private civil case while off duty.
  - 10.1.2 Shift differential shall not be included in the calculation of overtime when such overtime results from an appearance in court.
- 10.2 All members are required to check in and out of court with the Court Liaison Sergeant or his/her designee.

10.2.1 All members are required to check in and out on the court kiosk using their identification card for each specific court. Members will use the kiosk in the Witness Room 409 in the Criminal Courthouse for the following courts: Criminal, Juvenile/Family, Appeals, and Housing Authority cases as directed. Members will use the court kiosk in the Municipal Courts Building for the following courts: Municipal, Traffic, Domestic, and Housing cases as directed. The CRRU kiosk will only be used for check out after 1500 hours when the other court kiosk rooms are locked.

10.2.2 Court cards will only be used for District Magistrates Court, Federal Court, or any other hearing locations where kiosks are not accessible. Subpoenas must be attached to the court card. The court card should be signed by the examiner, magistrate, or representative with a contact number. The court card should be photocopied and the original sent to payroll. The copy should be retained by the officer. Court Liaison Sergeant is to be contacted for verification. All court cards not received at the member's duty location by Friday morning before the end of the pay period, shall be entered on the succeeding payroll. Court cards not submitted within thirty days will not be paid, unless authorized by the member's duty location commander

10.2.3 Any member who submits a false, improper or unjustified court payment card shall be subjected to internal Bureau discipline. Any member who checks in or out another member on the court kiosk shall be subjected to internal Bureau discipline.

10.3 Three Hour Court Appearance Guarantee

10.3.1 In order to receive the full three (3) hour court appearance guarantee, members must be present and signed in by the beginning of the session or proceedings at which they are scheduled to appear.

10.3.2 Members who sign in after the scheduled start of the session shall be paid only for the time they were present. For example, if the scheduled start is 0800 and the sign in time is 0830, only 2 1/2 hours is guaranteed.

10.3.3 This order does not affect the length of the appearance within the three hour guarantee, only the appearance at its beginning.

10.3.4 In extenuating circumstances, where a late sign in has occurred, an Assistant Chief may approve a full three hour court guarantee.

**11.0 NUMBER OF POLICE WITNESSES**

11.1 Members of the Bureau listed as witnesses on any case in any court or at any hearing must be integral and necessary witnesses. Non-essential witnesses shall never be listed on any case.

11.2 The number of police witnesses which may be required for prosecution in court trials shall be determined and set by the Assistant District Attorney in charge of the case, at the pre-trial screening, or at a later date, as is required.

11.3 As a general rule, the number of police officers appearing as witnesses at City Court, Traffic Court, or other District Municipal Court hearings, shall be one (1) police officer.

11.4 When additional officers are needed for a court appearance, the case constable must submit a Request for Extra Witness Form, PBP Form 53.1, at least forty-eight (48) hours (2 business days), in advance of the anticipated court date, to the Municipal Court Liaison Sergeant.

11.4.1 The "Request for Extra Witness Form" shall be submitted by e-mail to the Pittsburgh Municipal court Liaison Sergeant, or their designee, at the email address listed in Section 15. Upon arrival, the Court Liaison Sergeant or their designee, will forward the electronic copy to the case constable's duty location Commander, the additional witnesses, and the additional witnesses' duty location Commander.

11.4.2 Requests submitted less than 48 hours prior to the hearing date may be denied.

11.4.3 Any postponement resulting from a violation of the policy may result in disciplinary action.



11.5 The only exception to an Assistant District Attorney, or the Court Liaison Sergeant approving the number of police witnesses, shall be by a Judge's or District Justice's order.

**12.0 MEMBERS / EMPLOYEES APPEARING IN CRIMINAL, MUNICIPAL, TRAFFIC, OR CIVIL COURT PROCEEDINGS, NOT ARISING OUT OF THE PERFORMANCE OF POLICE DUTIES**

12.1 No member or employee shall appear in any criminal, municipal, traffic, or civil court proceeding while on a regularly scheduled tour of duty.

12.2 Members of employees who may be required to appear in criminal, municipal, traffic, or civil court proceedings, shall arrange to use Contract provided discretionary time off, or "buddy days" for these appearances.

12.3 Members who may be required to appear in criminal, municipal, traffic, or civil court proceedings, shall do so in civilian clothing, and not in the official uniform of the Pittsburgh Bureau of Police, nor any part of it.

**13.0 MEMBERS APPEARING AS A WITNESS FOR, OR IN SUPPORT OF A DEFENDANT IN A FEDERAL, STATE, OR MUNICIPAL, CRIMINAL, OR CIVIL COURT PROCEEDING**

13.1 As a general rule, members will not appear as character witnesses in criminal proceedings.

13.2 Members, or employees, who have been contacted, requested, summoned, or subpoenaed to appear as a witness for a defendant in a criminal court proceeding, or any party to a civil proceeding, shall, as soon as notification is received from the defendant's attorney or requesting party, notify the Chief of Police in writing, through the chain of command, of such fact, as well as the Assistant District Attorney assigned to the case, if applicable. Per section 8(b) of the Working Agreement between the Pittsburgh Bureau of Police and the Fraternal Order of Police, members or employees, shall be compensated for such appearance, as long as they are in relation to their official job duties and are required by the Chief of Police.

13.3 Members who are required to appear as a witness for a defendant in a criminal court proceeding, shall do so in civilian clothing, and not in the official uniform of the Pittsburgh Bureau of Police, nor any part of it.

13.4 Members attending court in support of a defendant, shall not wear any part of the police uniform.

13.5 Members appearing in court for a case in which they were subpoenaed, either as a witness for the prosecution, or as a victim, as a result of their Police duties, must not loiter in or about other court rooms on unrelated matters while checked in to court, or while wearing any part of the police uniform, or displaying any PBP insignia.

**14.0 MEMBERS / EMPLOYEES REQUESTED OR REQUIRED TO GIVE STATEMENTS TO PRIVATE LITIGANTS IN ACTIONS IN WHICH THE CITY OF PITTSBURGH MAY BE A PARTY**

14.1 No member or employee shall provide statements to investigators, or counsel representing private litigants in actions or potential actions, in which the City of Pittsburgh may be a party, without first apprising the Law Department of the request for information.

14.2 Any time a member or employee is requested or required to give such a statement, the member / employee shall, as soon as the request is made by the investigators or counsel, notify the Chief of Police in writing, through the chain of command, of the request and all pertinent information. This notification shall then be forwarded to the Law Department, who will determine the necessity for the attendance of an attorney at the time of such statement.

**15.0 NOTIFICATIONS**

15.1 If a Special is requested from a Court Liaison Sergeant, or designee, the Special will be written directly to the requesting Sergeant.

15.2 All e-mail correspondences with the Court of Common Pleas Liaison Sergeant, or their designee, shall be done via the proper e-mail address: [REDACTED]

- 15.3 All e-mail correspondences with the Pittsburgh Municipal Courts Liaison Sergeant, or their designee, shall be done via the proper email address: [REDACTED]
- 15.4 With regard to postponement, availability, and conflicts of their court schedule, members must contact the appropriate Court Liaison Sergeant or their designee. Officers are not to contact the Allegheny County personnel at the courts to make arrangements to address their unavailability issue.
- 15.5 If notification on a postponement is made to a member by an ADA, Probation Officer, or other court staff, the member shall immediately notify the appropriate Court Liaison Sergeant.

Approved by:



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Scott Schubert  
Chief of Police