PURPOSE: To ensure that officers appear at public hearings before the Police Review Board.

POLICY: The Division of Police shall issue subpoenas from the Office of Professional Standards (OPS).

PROCEDURES:

I. An OPS supervisor shall personally deliver subpoenas to the District or Bureau Commander ten days before the scheduled hearing and obtain a signature from the Commander to acknowledge receipt.

A. The District or Bureau Commander shall ensure the officer receives the subpoena no later than five days before the hearing and require the officer’s signature for receipt.

B. The delivering supervisor shall fax the form to OPS (420-8764), with all signatures and return the original through Division mail.

C. Officers who receive an OPS subpoena shall attend the scheduled hearing unless excused for a valid reason that would excuse an officer from appearing in a court of law. If there is a valid excuse, the District or Bureau Commander shall denote the reason on the form and fax it to OPS forty-eight hours before the hearing.

D. Officers assigned to uniform duty shall appear in the uniform of the day and specialized units that normally wear civilian clothes shall appear in proper business attire.

EFL/TAH/LM/bdg
Policy & Procedures Unit