



COURT SERVICE

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I. Purpose

The purpose of this Written Directive is to establish and define procedures for jury service and for receiving subpoenas.

II. Purpose

It shall be the policy of the University of Maryland Baltimore Police Force (UMBPF) that all sworn members comply with the civic requirement for jury service and with properly issued subpoenas.

III. Jury Service

A. Absence from Duty

An employee who shall serve as a member of any jury shall be permitted to be absent from duties without loss of pay and without charge against any leave.

B. Services Not Required

If it is determined that the employee's services are not required, they will return to their regular assignment.

C. Jury Selection

An employee who is selected for jury service shall notify the Director of Public Safety through the chain of command of such selection without delay.

D. Judge to Excuse

Where the public interest requires that an employee cannot attend jury service, the Director of Public Safety may request the appropriate judge to excuse the employee.

The judge, however, will be the final authority.

IV. Subpoena

A. Absence from Duty

An employee who is summoned to appear in a court action, before a grand jury, an administrative agency, or for a deposition, and is neither a party to the action or a paid witness, may be absent from his duties without loss of pay or charge to any leave.

B. Paid Services

If an employee is paid for their services as a witness, then such absence may be charged against annual or personal leave, or they may be granted a leave of absence without pay if sufficient leave to cover such absence is unavailable. If the employee merely receives the nominal court witness payment, they may endorse the check to the University and not have the time charged against their annual leave.

Antonio Williams
Director of Public Safety