

5.5 Reporting Employee Arrest/Court Appearances

5.5.1 PURPOSE

The purpose of this policy is to establish required procedures for reporting the appearance of an employee or family member, involved in judicial matters. The intent of the policy is to assure that the integrity of the Judiciary is not compromised.

5.5.2 POLICY STATEMENT

It is important that we exercise the greatest of care to avoid either a conflict of interest or the appearance of impropriety in any Maryland court proceeding. It is, therefore, required that Sheriff's Office employees report all arrests or scheduled court appearances for themselves and any requests for judicial relief sought by the employee. Employees also must report instances in which they, in the performance of their job duties, are, or may become, directly involved in the judicial matters involving family members.

5.5.3 PROCEDURE

1. Whenever an *employee* of the Sheriff's Office has been arrested, the employee must notify his/her Bureau Commander or Assistant Bureau Commander in writing, if able to do so, or verbally of the arrest immediately.
2. A Sheriff's Office *employee* must notify his/her Bureau Commander or Assistant Bureau Commander in writing, if able to do so, or verbally if the employee is scheduled to appear as a party or as a witness in any Maryland court as soon as notice of the trial date is received.
3. Although not a general requirement, it is strongly encouraged that all employees also report court appearances, arrests, and request for judiciary relief for *family members*, so to help ensure the integrity of the Judiciary.

5.5.4 RESPONSIBILITIES

1. It is the responsibility of all Sheriff's Office employees to abide by this policy.
2. It is the responsibility of all supervisors and Bureau Commanders to ensure that all Sheriff's Office employees under his/her supervision are aware of this policy and fully understand what is expected of them.

5.5.5 FAILURE TO NOTIFY

Willful failure of a Sheriff's Office employee to notify his/her Bureau Commander or Assistant Commander of an arrest or a scheduled court appearance for themselves, or that the employee has filed a request for judicial relief or intervention in a Maryland court, or that the employee is or may become involved in a matter before the court involving a family member, may result in disciplinary action, up to and including termination of employment.