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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

Court Appearances

Distribution:	All Employees	Policy Number:	OPS 1707
Responsible Unit:	Court Services Division	Rescinds:	
Original Issued Date:	03/05/23	Revision #:	2
Required 3-Yr. Review Was Completed:	02/20/26	Latest Revision Date:	02/20/26
		Next Required 3-yr. Review Due:	03/06/29

1. Purpose

To establish guidelines and procedures to coordinate communication between the Harford County Sheriff's Office (HCSO) Court Liaison Deputy and the following entities: Harford County State's Attorney's Office, District Court of Maryland for Harford County, and the HCSO.

2. Policy

The HCSO Court Liaison Deputy is to provide deputies with the status of pending criminal and serious traffic cases, excuse deputies not needed to testify, place deputies on call, and assist with scheduling deputies utilizing the properly submitted absence forms. This policy also applies to civilian Agency members receiving subpoenas.

3. Procedure

A. The Court Liaison Deputy duties consist of the following:

1. Monitor summoned deputies to the District Court for criminal and serious traffic cases by retrieving case information from the court databases.
2. Receive copies of District Court criminal cases and serious traffic docket summary sheets from the District Court.
3. Review pending cases with the State's Attorney's Office.
4. Maintain a daily schedule for summoned deputies.
 - a. The schedule will show:
 - i. Deputy's ID number;
 - ii. Deputy's name;
 - iii. Case number;
 - iv. Assigned courtroom;

- v. Date and time of case;
- vi. Defendant first and last name;
- vii. Type of case (criminal or traffic);
- viii. Disposition: Need to appear, On Call, or Excused; and
- ix. Date deputy was notified.

- 5. Arrange transportation for persons wanted or committed while at District Court.
- 6. Serve summons, warrants, peace orders, protective orders, and other court documents at District Court.
 - a. When serving protective orders, the District Court Liaison Deputy will contact the Domestic Violence Unit (DVU) or HCSO Records Unit directly to run gun checks. This contact will be noted on the service return of the order.
- 7. Be issued an Agency cell phone so that deputies, the courts, and members of the Harford County State's Attorney's Office will have direct contact with the District Court Liaison Deputy.

B. Court Liaison Deputy will:

- 1. Report directly to the Court Security Unit Supervisors.
- 2. Contact the deputy for an upcoming court case and inform them of whether they are A) Not Needed for Court, B) Needed for Court, or C) On Standby.
 - a. Deputies will reply to the District Court Liaison Deputy's court status notification in a timely manner that they received the message, regardless of the status.
 - b. If a deputy is placed on standby status, they have 30 minutes to appear in court when notified. If the deputy cannot guarantee that they can appear in court within the 30-minute window, then they must appear at the appropriate court time and standby until dismissed.
 - c. Any deputies that Fail to Appear (FTA) for court will be reported to the Court Security Supervisor by the District Court Administrative Office Specialist, the State's Attorney's Office, or the District Court Liaison Deputy. The Court Security Supervisor will notify the deputy's supervisor of their FTA.
- 3. Will formulate changes to the policies and procedures through the chain of command to enhance the efficiency of the program.

C. Unit/Shift Supervisors Responsibilities

- 1. Supervisors will have the ability to check their subordinates' court cases and determine whether they have opened / viewed their subpoenas and on what date. They can also view

the status of each case as well as the subpoenas for the case. Supervisors are encouraged to log into the eSubpoena system periodically to ensure their staff is keeping current with accepting any outstanding subpoenas.

D. Deputies Responsibilities

1. Deputies should report on time for court cases and have all the necessary reports, statements, case files, or other requested materials necessary to properly testify. Deputies will not rely on the District Court Liaison Deputy nor the Assistant State's Attorney to give them information or paperwork on their case.
2. Deputies will check their email at a minimum of once a shift for subpoena updates unless circumstances dictate otherwise.
 - a. All subpoenas received from the website "eSubpoena" must be opened in their email and the deputy/civilian must acknowledge its receipt by logging into the website.
 - b. For non-jailable traffic offenses, Odyssey reports will be sent out at 42, 28, 14, and two (2) day notification intervals via email and deputies will be responsible for checking each summons and responding to court as needed.
 - i. The District Court Liaison Deputy is not responsible for making contact with deputies regarding non-jailable traffic court appearances.
3. Deputies that receive a cancellation through the eSubpoena system must contact the State Attorney's Office to confirm the cancellation.
4. Deputies shall not suggest to the Assistant State's Attorney that they should stet or nolle prosequi a case to avoid coming to court. This does not preclude a deputy from having contact with the appropriate Assistant State's Attorney to discuss the court case.
5. Deputies will complete the District Court Availability ([SO-404](#)) bi-annually when instructed and return them via their chain of command to the appropriate District Court personnel.
6. Deputies will complete the Court Unavailability form ([SO-134](#)) as needed. The ([SO-134](#)) must be submitted prior to a deputy's notice to appear in court is received. Failure to submit the form far enough in advance may jeopardize the deputy's request.
 - a. The completed ([SO-134](#)) must be signed by a supervisor and submitted via email to CourtUnavailable@HarfordSheriff.org . To ensure prompt notification, supervisors will ensure that the submitting deputy does not have any conflicting court dates and will submit on the date of receipt.
 - b. The following excuses are not acceptable when completing the ([SO-134](#)): Regular Days Off (RDOs), In-Service Dates, In-County Training, or Secondary Assignment Training (i.e., Special Response Team, Crisis Negotiations Team, etc.).

- c. If a deputy's leave is withdrawn or modified, it is their responsibility to notify the District Court Liaison to withdraw or modify their ([SO-134](#)) as well.
7. If an emergency arises which does not allow the deputy to appear in court, the deputy must contact their respective chain of command and advise them of the situation. The supervisor will determine next steps to include contacting the District Court Liaison Deputy and/or the State's Attorney's Office.

E. Attire for Court Appearances

1. Personnel will wear any of the following standard attire for all court appearances:
 - a. The approved uniform of the day.
 - b. Collared dress shirt with a tie (men).
 - c. Business suit or business blouse with dress pants (women).

4. Summary of Changes

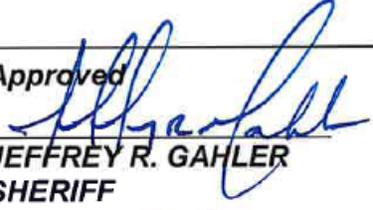
A. On 06/27/25 the following policy revisions were made:

1. Revised Section 3.C.1 to clarify supervisors have the ability to check their subordinates' court cases; determine whether they have opened / viewed their subpoenas; and view the status and associated subpoena of each case. Supervisors are also encouraged to log into the eSubpoena system periodically to ensure their staff is keeping current with accepting outstanding subpoenas.
2. Revised Section 3.D.2 to clarify all subpoenas received from the website "eSubpoena" must be opened in their email and the deputy/civilian must acknowledge its receipt by logging into the website. In addition, Odyssey reports will be sent out at 42, 28, 14, and two (2) day notification intervals via email for non-jailable traffic offenses.
3. Revised Section 3.D.3 to clarify deputies that receive a cancellation through the eSubpoena system must contact the State Attorney's Office to confirm the cancellation.

B. On 02/20/26 the Agency 3-year policy review was conducted, and the following revisions were made:

1. Section 3.D.2.b.i Deputy Responsibilities, added the following text: "The District Court Liaison Deputy is not responsible for making contact with deputies regarding non-jailable traffic court appearances."
2. Section 3.D.7 Deputy Responsibilities, added the following text: "If an emergency arises which does not allow the deputy to appear in court, the deputy must contact their respective chain of command and advise them of the situation. The supervisor will determine next steps to include contacting the District Court Liaison Deputy and/or the State's Attorney's Office."

3. **Section 3.E, Attire for Court Appearances**, added the below text to clarify acceptable attire for all court appearances by all personnel.
- a. **Personnel will wear any of the following standard attire for all court appearances:**
- i. **The approved uniform of the day.**
 - ii. **Collared dress shirt with a tie (men).**
 - iii. **Business suit or business blouse with dress pants (women).**

Approved 
JEFFREY R. GAHLER
SHERIFF
DATE 3/4/26