

# Fauquier County Department of Fire Rescue

## **RULE & REGULATION**

No. 121



## **Court Appearances**

Effective Date: January 30, 2018

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Revision Date:

Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

A handwritten signature in black ink, appearing to read "Darren L. Stevens".

### **PURPOSE**

To provide guidelines governing work related court appearances of personnel and requests for jury duty.

### **SCOPE**

This regulation pertains to all Fauquier County Department of Fire, Rescue and Emergency Management personnel (operational and administrative).

### **I. PROCEDURES**

- A. In the event any Fauquier County Department of Fire, Rescue and Emergency Management personnel are required to appear in court in connection with their employment, the following shall be done as soon as possible:
1. Subpoenas are typically received at the administrative office and sent to the employee electronically through an agreement with the Fauquier County Sheriff's Office and Commonwealth Attorney. Notify your immediate supervisor, who in turn would pass this information up the chain-of-command to the battalion chief.
  2. When the court appearance involves on-duty field personnel, the battalion chief shall be responsible for handling of coverage needs.
  3. Whenever there is a subpoena involved, the administrative assistant shall place a copy in the member's employee file.
  4. Personnel shall wear a Class "A," uniform.
  5. Applicable Human Resource Policies governing civil leave shall be followed.

**Desire to Serve**

**Ability to Perform**

**Courage to Act**

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- B. From time to time, members will be requested to serve as jurors in the court system. The department, as a matter of policy, supports the need of members to serve as jurors. When a member receives notification of jury duty, the following shall be done as soon as possible.
  - 1. The member shall provide a copy of the request to the department's leave manager through their shift battalion chief or work location supervisor for administrative employees upon receipt of the notice.
  - 2. The notice of jury duty shall be filed in the member's employee file.
  - 3. Because of the uncertain time commitment associated with actual jury duty dates, vacancies created by jury duty will be handled in the same manner as sick leave, thus holdovers to cover these positions are authorized, if necessary.
  - 4. Once a member has reported for jury duty, they shall be responsible for notifying the on-duty battalion chief, or work location supervisor for administrative members, of their status each day as permitted by the courts.
  - 5. Applicable Human Resource Policies governing civil leave shall be followed.