



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 13.19

TITLE: EXCUSAL FROM THE NIGHT WATCH FOR COURT APPEARANCE

EFFECTIVE: 01/14/2018

REVISED: Replaces Policy 1037

PURPOSE

The purpose of this Chapter is to establish the guidelines for individuals of the New Orleans Police Department who are assigned to the night watch and who desire to be excused from duty in lieu of being paid overtime for mandatory court attendance.

POLICY STATEMENT

1. Members of the Department assigned to the night watch (3rd platoon) may be excused from duty on days in which they appear in court for five or more hours instead of receiving court pay.

DEFINITIONS

Court attendance—The mandatory appearance in any court or administrative hearing where the member has been summoned to give testimony and the testimony arises out of the member's scope and performance of duty.

EXCUSAL APPROVAL PROCESS

2. Members assigned to the night watch who wish to be excused from duty instead of receiving court pay shall contact their unit commander or on duty platoon commander and request to be excused. **Approval is not automatic.**
3. Unit commanders, or on duty platoon supervisors, contacted by members assigned to the night watch and wishing to be excused from duty shall first check that day's night watch lineup for staffing allocation or check with the night watch platoon commander **before granting approval.** The unit commander or on duty supervisor granting approval shall notify the member's platoon commander, in writing, that the member has been excused from duty.
4. If approval is granted for excusal from duty, the member shall deliver his/her subpoena to his/her unit desk officer prior to his/her reporting time.

PAYROLL ENTRIES FOR APPROVED EXCUSAL

5. The member's ADP payroll shall be entered as follows based on the times noted from the ADP system for court appearance or the times noted on the subpoena (See: **Chapter 74.3 – Court Appearance and Subpoenas**):
- (a) The member shall be entered as a **Work Rule Transfer – “Court Time (Police)”** from the ADP Transfer drop down menu.
 - (b) The total time entered must equal a full shift (the actual “in” and “out” time noted for the court appearance and the remainder to complete the member’s full shift. For commissioned members, eight hours and thirty-five minutes).
 - (c) The excused member shall not be assigned a unit number. That area of the payroll mask shall be left blank.
 - (d) In the remarks section, a notation will be entered indicating the court type, court section and case number (Example: *CDC Section-A, Case #123456*) and the words “**Court Excusal.**” Notifications need not be sent when a member is excused from duty.