

Subpoena Service to Detained Youth and Employees

426.1 PURPOSE:

To establish guidelines for subpoena service to detained youth and employees.

426.2 DEFINITIONS:

Subpoena: The process by which the presence of a witness before a court is required. A subpoena may be authorized by a judge of the Superior Court, District Attorney or his investigator, Public Defender or his investigator, private attorney for the defendant, or the Clerk of the Court in a criminal action.

426.3 GUIDELINES:

- A. The Department will not accept a subpoena for an employee who is involved in civil litigation that did not arise out of the course of their employment.

426.4 RESPONSIBILITIES:

- I. Service to Detained Youth:
 - A. The Watch Commander (WC) shall ensure youth is brought to the interview area and presented with the subpoena by the server.
 - B. The WC shall receive subpoena when the youth is unavailable and ensure subpoena is presented to youth as soon as they are available.
- II. Service to Employees:
 - A. If the subpoena is for an officer's presence only, reception at the administration building will log, track, and notify the employee of the subpoena.
 - B. If the subpoena includes a request for officer presence and Probation records, it will be handled through the Custodian of Records, who will then compile the requested records and notify the required officer.
 - C. If the subpoena is for records only, it will be handled through the Custodian of Records.