

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy &amp; Procedure</b>
<b>Specific Policies</b>		<b>P&amp;P-B-143</b>
<b>Subpoenas and Court Appearances</b>		
Effective Date: 02-04-22 Supersedes: 08-25-11	Approval: Sheriff	Number of Pages: 1
References: DET-R-309	Reevaluation Date: Annually	Standards:

**I. PURPOSE**

To outline the procedures to be followed when an employee is called upon to give testimony in a criminal or civil court.

**II. POLICY**

It is the policy of the Sheriff's Office that all subpoenas will be honored unless excused by the District Attorney's Office or requesting attorney.

**III. PROCEDURES**

All subpoenas will be sent to Office personnel through E-Subpoena. An email will be sent to Office personnel informing them of the subpoena. They must then log into E-Subpoena and accept the delivery of the subpoena. If an employee receives a subpoena requiring their appearance during a scheduled vacation or any other conflict, they must respond *conflict* and they can type a reason for not being available for court. That response will then go their immediate supervisor where they can approve or deny the conflict. If you are called off, you will receive an email stating this from E-Subpoena.

If the court appearance cannot be rescheduled, then the employee will again bring the matter to the attention of his immediate supervisor. Employees will not be absent from required court appearances unless the absence has been excused. Disciplinary action may result from unexcused absences.

Prior to appearing in court, the employee will review the court file and their report(s). Appropriate business attire or the departmental uniform will be worn. If employees/members are appearing in court for personal reasons or conducting personal business in the courts or with the clerks, they are to follow the procedure outlined in SOP [DET-R-309 – Weapons Control](#).

Employees will be paid a minimum of two hours extra time for required court appearances during their scheduled off-duty time. This time is recorded on the Time Sheet. Employees are not compensated for time spent in on-call status.

By Order of the Sheriff