

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Civil Litigation</b>		<b>P&amp;P-G-101</b>
<b>In Camera Hearings</b>		
Effective Date: 11-12-08 Supersedes: 01-26-07	Approval: Sheriff	Number of Pages: 1
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**I. POLICY**

It is the policy of the Douglas County Sheriff's Office to not release personnel files unless ordered to do so by a court of competent authority.

**II. PROCEDURE**

- A. Upon receipt of the subpoena for a member's personnel records, the Sheriff through his designee, the Professional Standards Captain, will forward a copy to the county attorney, the chief deputy district attorney (if related to a criminal case), and to the member named through his division commander.
- B. Where appropriate, the Professional Standards Captain will ask the County Attorney's Office to move to quash the subpoena, consistent with law.
- C. The Professional Standards Captain will furnish the county attorney legible copies of the personnel records that are the subject of the subpoena. Medical records will be placed in one envelope, and the results of psychological examinations will be placed in another. Any other personnel records will be placed in one or more additional envelopes.

By Order of the Sheriff