

A. **PURPOSE.** To outline responsibilities for the receipt and service of civil case subpoenas

**B. SPECIFIC RESPONSIBILITIES**

1. Employees will direct all civil process servers to the unit supervisor of the employee identified in the subpoena. For patrol and community policing specialists, the unit supervisor shall be the on duty Watch Commander.
2. The Unit Supervisor shall:
  - a. Direct the employee to contact the process server for the proper receipt of the subpoena.
  - b. Advise the process server of the schedule of the employee for the purpose of rendering proper services if the employee is unavailable, i.e., day off, vacation, etc.
3. The Department will not accept civil case subpoenas for service to our employees.