

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this general order is to establish guidelines for the processing and serving of court subpoenas.

II. POLICY

Officers of the Western Michigan University Department of Public Safety shall, when possible, make personal service on any subpoenas they are assigned to serve.

III. PROCEDURE

A. The following are situations considered personal service:

1. Handing a copy of the subpoena to the person to be served and confirming the person understands where and when he/she needs to appear.
2. If that person refuses to accept the subpoena, the officer need only show the original and read it to the person. The officer may then leave a copy of the subpoena on the ground near the person.

B. After a subpoena is issued, it shall be placed in the tray marked, "SUBPOENAS" located in the Patrol Sergeant's Office area. An attempt to serve all subpoenas in the tray shall be made during every shift until they are served. It shall be the responsibility of the shift sergeant or officer-in-charge to check the tray and assign officers the subpoenas to be served.

C. If the first attempt at serving the subpoena fails, the officer attempting the original service shall attach a Subpoena Service Record form to the "COPY". The officer shall list the service attempts for the subpoena and any pertinent information that may assist the next officer in attempting to serve the subpoena.

D. If it is determined the subpoena cannot be served due to a change of address of the person to be served, the officer shall make a reasonable attempt to locate the current address of the person and serve the subpoena. If it is determined the person does not live in the immediate area, officers shall contact the agency having jurisdiction of the person's possible address and make a request for that agency to serve the subpoena. If all reasonable and available methods have been exhausted, the subpoena and the subpoena service record shall be returned to the Records Division.

E. In the event an officer has a conflict with a subpoena issued to him or her, an adjournment request shall be completed and submitted to the Records Division. The Records Division will provide the request to the Deputy Chief or Patrol Lieutenant. If the Deputy Chief or Patrol Lieutenant provides their approval, a request will be made to the court for an adjournment.

- F. Even though an adjournment request may have been submitted by the officer, an officer is expected to appear until he or she has been excused by the court.

IV. SUBPOENA SERVICE LOG

A master subpoena service log shall be maintained by the staff in the Records Division. All subpoenas prepared by this department shall be logged. Every subpoena received by this department or by an employee of this department shall be entered on the master subpoena log. An employee served a subpoena by another agency shall provide a copy of the subpoena to be entered on the master subpoena log.

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Issued by



Scott Merlo
Director of Public Safety