

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.19	PAGES: 1 of 1
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 23, 2015	
	REVISION DATE: September 26, 2011	
CHAPTER: Personnel	SUBJECT: Subpoenas Directed to Detention and Corrections Personnel	

- I. **PURPOSE:** To establish procedures for managing subpoenas for Detention and Corrections (D&C) personnel.
- II. **POLICY:** Subpoenas for D&C personnel will be processed through the facility Commanding Officer.
- III. **PROCEDURE:** Subpoenas received by personnel will be forwarded to the facility Commanding Officer's designee for processing.
 - A. The Commanding Officer shall route the subpoena to the employee's supervisor.
 - B. The supervisor shall determine whether scheduled relief is necessary during the employee's absence and serve the subpoena on the employee.
 1. If relief is needed, the Administrative/Personnel Lieutenant shall be notified and relief scheduled.
 2. The employee's absence for the subpoena will be documented on the attendance report.
 3. The Supervisor shall return the signed copy to the Commanding Officer's designee for processing.