

## **5-07/200.10 - Reporting Procedures**

Civilian personnel shall report any overtime earned in response to such subpoenas to their Unit Commander through regular overtime reporting procedures.

A Report of Witness and Mileage Fees (SH-R-376) shall not be made and no witness and/or mileage fees will be deposited or otherwise collected under this section. Civilian personnel who are subpoenaed as a witness for the opposition in any civil action or proceeding, or for taking of a deposition, to which the County is a party, shall adhere to those procedures outlined under section 5-07/220.00 of this chapter.

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