5-07/220.00 - Appearance as a Defense Witness - Criminal/Civil

An employee who has been subpoenaed or intends to appear voluntarily as a defense witness in any criminal action, or as a witness for the opposition in any civil action to which the county is a party, shall notify his unit commander as soon as possible, and submit to him the following information:

- Type of case;
- Names of investigating officers;
- Name of concerned government agency;
- Name of defendant or plaintiff;
- Court case number;
- Location of hearing, court division, or street address; and
- Date and time of appearance.

Unit commanders, upon receipt of the notification, shall immediately notify the concerned investigating officers and the attorney for the concerned government agency.