5-07/260.10 - Appearance Before or Questioning by Any Grand Jury, Governmental Agency, Board, or Committee

It shall be the employee's responsibility upon receipt of a summons or subpoena to appear before, or who voluntarily appears before a governmental agency, board, investigating committee, or any other special examining agency to notify his unit commander immediately. If the summons is a verbal request, the requesting agency shall be referred to the unit commander.

The unit commander shall immediately notify Risk Management Bureau, Civil Litigation Unit of the summons, subpoena, or verbal request and submit a detailed memorandum to be forwarded, through channels, to the Sheriff.

Any employee who is contacted by any governmental agency conducting an investigation into possible civil rights violations that could involve this Department or its members in any litigation or criminal charges shall not submit to any questions or disclose any information until Internal Affairs Bureau is properly notified.

Employees shall direct the representative of an inquiring agency to contact Internal Affairs Bureau for interview arrangements. Internal Affairs Bureau shall be responsible for county counsel notification for possible employee representation at the interview and for entering an appropriate entry on the Department Operational Log.

In addition to possible representation by the county counsel's staff, employees may obtain and have present private counsel. Under no circumstances may employees tape record testimony given before a grand jury.

When the Department or any member is contacted concerning Fair Employment Practice Commission (FEPC) and Equal Employment Opportunity Commission (EEOC) complaints, it is necessary to ensure consistency of response and provide protection for the county from civil litigation or potential financial liability.

All Department named complaints received shall be forwarded to Personnel Administration immediately for processing. Members contacted directly shall immediately notify their unit commander and forward the complaint to Personnel Administration, who shall notify Internal Affairs Bureau prior to sending copies of either type of complaints to the Selection Standards and Appeals Division, CAO, Office of Human Resources, Room 464, Kenneth Hahn Hall of Administration.