5-07/300.00 - Subpoenas and Requests to Appear At Civil Service or Employee Relations Commission Hearing

Upon receipt of a civil service or employee relations commission subpoena, or upon any request to appear to testify in a discipline case on behalf of the employee appealing the discipline, Department members shall notify their unit commander immediately and provide the following information in writing

- Date and time served or notified/requested;
- Case identification (name of appellant/employee);
- Date, time, and place of appearance;
- Position and work hours of Department member;
- Work and home telephone numbers; and
- Documents, if any, directed to bring.

A copy of the Department member’s memorandum and subpoena, if received, shall be emailed to the Advocacy Unit as soon as possible at advocunit@lasd.org.