5-07/310.30 - Subpoenas from the Auditor - Controller's Office

In some instances the auditor-controller may request personnel to appear in court who were not subpoenaed in the small claims action. In such instances the auditor-controller investigator shall prepare a notification letter to the employee(s) required to appear in court. Such written notification will serve as a subpoena for the purposes of providing testimony. Under such circumstances notification shall be made to the unit's operations staff.

Department personnel are reminded that it is the responsibility of the auditor-controller office's to represent the Department and its employees in small claims court for activities related to the Department. Every effort shall be made to ensure that personnel provide the highest level of cooperation to the auditor-controller's office.