

## LCS Unit Order 82

### LANCASTER STATION

#### UNIT ORDER # 82

### CRIMINAL SUBPOENAS AND COURT APPEARANCES

#### PURPOSE:

The purpose of this order is to ensure compliance with established policy regarding the acknowledgement and compliance of court ordered subpoenas.

Lancaster Sheriff's Station utilizes the "eSubpoena Tracking System". Subpoenas are sent electronically from the court and automatically distributed to the named employee on the subpoena. When the employee signs on to the Sheriff's Data Network and access their email, they are immediately notified if they have a subpoena(s) to be acknowledged.

#### POLICY:

#### ACKNOWLEDGING CRIMINAL SUBPOENAS

#### MPP 5-07/250.00 CRIMINAL SUBPOENA AND COURT APPEARANCES

Employees shall use the automated subpoena tracking system and acknowledge receipt of the subpoena.

#### MPP 3-07/210.10 SYSTEM USE

Authorized users of e-mail are responsible for reading their electronic email in a timely manner, no less than once a day, or notify their supervisor that they are unable to read e-mail.

## **COURT APPEARANCES**

### **MPP 5-07/250.00 CRIMINAL SUBPOENA AND COURT APPEARANCES**

Department personnel who are served with a "must appear" subpoena must appear at the designated court on time and prepared to testify, unless they are excused by the handling Deputy District Attorney personally or via the Unit Court Liaison Sergeant.

Personnel who are served with an "on call" subpoena, or who have been placed on call, shall appear promptly when contacted by the District Attorney's office or Unit Court Liaison.

All employees who have scheduled vacation and/or training shall notify the Unit Court Liaison in a timely manner.

## **UNIT COURT LIAISON SUPERVISOR RESPONSIBILITIES**

The Unit Court Liaison Lieutenant and Sergeant will oversee the daily operations of the court liaison activities, ensuring the timely and accurate processing and service of subpoenas to Unit personnel.

The unit court liaison lieutenant and sergeant shall ensure the appearance by subpoenaed Unit personnel. At least once per month, they shall check the quality of testimony, as well as the propriety of their attire. They shall maintain contact with the District Attorney's and Public Defender's Offices regarding nonappearance and testimony issues.

The unit court liaison sergeant shall be responsible for approving court related overtime expenditures.

Lancaster Station's policies on court related overtime is outlined in Unit Order #31 COURT OVERTIME.

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