

## Unit Order 22 - Processing of Subpoenas

### **PURPOSE:**

This order will describe how criminal subpoenas are processed and distributed to West Hollywood station personnel.

### **SCOPE:**

This order applies to all personnel assigned to West Hollywood station.

### **ORDER:**

All subpoenas are received by the Court Liaison Sergeant. The Court Liaison Sergeant or his designee will record the subpoenas on a ledger in the Subpoena Control Book.

The Court Liaison Sergeant or his designee will complete and attach a "Proof of Service" form to the subpoena.

The subpoena will be placed in the subpoena tray in the Watch Sergeant's office.

The Watch Sergeant will hand-deliver subpoenas to the deputy during his/her respective briefings. The deputy then signs the "Proof of Service" form and returns it to the shift sergeant. The sergeant will countersign the form and then place it in the Court Liaison Sergeant's tray.

Occasionally, the Court Liaison Sergeant or his designee will make personal service to the subpoenaed deputy in order to ensure that delivery is made in a timely manner.

The Court Liaison Sergeant will then retrieve the signed "Proof of Service" and make a notation in the "Subpoena Control Book" denoting the date of acknowledgment.

---