


TITLE: 2.5 Subpoenas	
 OAK POINT	City of Oak Point Department of Public Safety Fire Department
TITLE: Subpoenas	SECTION/TOPIC: General Administration
NUMBER: 2.5	ISSUE DATE: 01.21.2015
	REVISED BY
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Purpose

To provide guidelines for department members in the event one is subpoenaed into a court case.

Scope

This guideline applies to all OPDPS Fire members.

Policy

Occasionally a department member is a witness in an incident which is taken to criminal or civil litigation. To avoid any possibility of a conflict in City testimony, any member who is subpoenaed to testify in a case which involves the City of Oak Point directly or indirectly shall immediately report the fact to the Director of Public Safety. The Director shall contact the City Attorney so that they may check with the member before the hearing for city guidelines on the matter.

1. Work related subpoenas will be honored as such and personnel will be released from station duty to handle the court time.
2. Subpoenas from cases involving personal business of affiliation with other agencies will be handled off-duty.
3. Any variations from this policy will have to be approved by fire department administrative personnel before the court date.