

PEOPLE'S PLACE

Subpoena Policy

Approved By: Board of Directors
Review/Revision Date: 9/01/2020

I. PURPOSE

The purpose of this policy is to ensure that all subpoenas received by People's Place agency personnel are handled properly and consistently.

II. POLICY STATEMENT

It is the policy of People's Place to ensure all subpoenas addressed to either the agency or agency personnel are delivered to the appropriate program.

III. APPLICATION

This policy applies to People's Place staff and volunteers.

IV. DEFINITIONS

Subpoena – a writ commanding a person designated in it to appear in court. Subpoenas can command a person to appear in court to testify as a witness and/or to produce in court certain designated documents or evidence. Failure to appear or comply with a served subpoena may result in penalties imposed by the court.

V. STANDARDS

All staff or record subpoenas will be directed to the administration office if they are not delivered to the accepting party's program.

VI. PROCEDURES

Individual Responsible

Action

Agency personnel

1. Determines if the individual on the subpoena is an employee in their program.
2. If it is not delivered to the accepting party's program, agency personnel should advise process server that the subpoena must be served at the administrative office.

Administrative personnel

1. Process server will be advised that People's Place does not accept any client subpoenas.
2. Determines if the individual on the subpoena is an employee and then directs the subpoena to that employee within one business day.