


# East Lake Tarpon Special Fire Control District

	<b><i>SOG 234 Subpoena</i></b>	
	<b>Implementation Date: 04/23/1019</b>	<b>Revision Date(s): 04/23/2019</b>
		<b>Reviewed Date(s): 04/02/2019</b>
	<b>Forms or Attachments: None</b>	

The following procedure is used for the issuance and return of subpoenas from and to fire administration and the individual:

1. Subpoenas are received from the issuing agency by fire administration.
2. The subpoena is copied and retained by administration for recordkeeping.
3. The original is placed inside an envelope marked "SUBPOENA" in red lettering. Included on the front of the envelope is the employee's name and shift assignment.
4. The original is delivered by the Division Chief to the employee being served on duty.
5. If the employee is on extended leave, the Division Chief shall contact the individual. Should the Division Chief find it impossible to "serve" the subpoena due to the employee being out of town, hospitalized, etc., the Division Chief should return the subpoena to fire administration and indicate the reason the employee could not be served.
6. It is the responsibility of the Deputy Chief to notify the attorney when a subpoena cannot be served.
7. The employee should request a copy of the incident report from the Deputy Chief/Assistant Chief, to properly prepare and research the relevant emergency incident information. Fire administration staff will advise the employee when the report is available and review the incident information if necessary.
8. It is the responsibility of the employee to advise fire administration where the employee can be reached when on "stand-by status," so that when the attorney contacts fire administration to release or to have the employee appear, fire administration can provide notification to the employee.

Reference Labor agreement between the District and the IAFF, Article 20 Section 4, for further information regarding this subject.