

PEOPLE'S PLACE

Subpoena Policy

Approved By: Board of Directors
Review/Revision Date: 05/01/2009

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, agency personnel, or clients are delivered to the appropriate program.

III. APPLICATION

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

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, client 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. When an attempt is made to deliver a subpoena 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 the subpoena will be delivered only if it can be determined that the individual named is located at one of the People's Place locations.
2. Determines if the individual on the subpoena is an employee and then directs the subpoena to that individual. If the named individual is not an employee, contacts each of the programs to determine if the individual is a client, then directs the subpoena to that Program Director.
3. If it is determined that the individual is not located at one of the People's Place locations, administrative personnel should then call the number on the subpoena to advise that the individual named is not at one of our locations.