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| Policy Name: | Subpoenas and Search Warrants | Date Revised: | 9/2017 |
| Purpose: | Onboarding Process for New Hires | Board Approval: | 9/2017 |

Definition: A subpoena is a directive to produce described documents or other items of tangible property in the possession or control of the party served. Subpoenas may be issued by attorneys or courts in connection with civil litigation and may also be issued by some federal and state governmental agencies. Rules governing subpoenas provide the party served with a definite time to respond and include methods for challenging the subpoena's validity based on such factors as the method of service or the relevance of the items sought.

A search warrant is an order issued by a magistrate or judge authorizing law enforcement officers to search a particular place for specific documents or tangible property or for types of documents or property. Search warrants are utilized only in criminal investigations and are ordinarily granted to government investigators without notice to either the party being investigated or the party whose property is to be searched. The only requirement for a search warrant is that the government establish "probable cause" to believe that valid grounds exist to support the search. Probable cause is commonly established by an affidavit prepared by a government investigator

When an officer of the court issues a subpoena and or search Warrant we are obligated by law to comply.

- First and foremost contact Executive Director/Program Administrator
- Document visit
- Date and time
- Person's name and contact information or badge no.
- ED/PA will contact probation officer of said resident for notification; But if pertaining to GNB contact our lawyer as well.
- Finally stay calm and comply with the officer and government representative

Subpoenas must be complied with unless proper court proceedings to stay the subpoena are instituted prior to the compliance date. Failure to do so can result in the responsible officers being held in contempt of court. **A law enforcement officer who is executing a search warrant**

cannot be lawfully interfered with. However, officers using unreasonable means to execute a warrant are subject to court sanction after the fact.