



Administrative Regulations

Number AR2-2
Issue 1

Subject: Procedure for Officials and City Employees Receiving Subpoenas for City-Related Actions.

I. PURPOSE:

To establish a standard procedure for notifying the Offices of City Attorney and/or City Prosecutor when officials and employees receive subpoenas to City-related actions from outside sources.

II. SCOPE:

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. PROCEDURE:

All officials and employees are directed to contact the office of City Attorney and/or City Prosecutor upon receipt of a subpoena relating to court action involving the City. This procedure does not pertain to those subpoenas originating from either the City Attorney or the City Prosecutor. Upon notification, the City Attorney or City Prosecutor's staff may request, in writing, a brief factual statement describing the actions of the official or employee as it relates to the case in point.

If a case is dismissed or postponed, the City Attorney and/or City Prosecutor are requested to notify subpoenaed officials and employees in order that they need not report to Court unnecessarily.