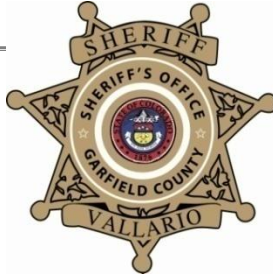


SHERIFF OF GARFIELD COUNTY

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GARFIELD COUNTY SHERIFF'S OFFICE POLICY / PROCEDURE GENERAL

SUBJECT: SUBPOENAS, INTERVIEWS AND COURT APPEARANCES

EFFECTIVE DATE: January 01, 2024

POLICY:

As a Garfield County Sheriff's Office employee it is a responsibility to accept a subpoena and guarantee appearance in court when subpoenaed and cooperate with criminal and civil cases to which the Sheriff is a party to the case. The Garfield County Sheriff's Office will provide legal assistance and staffing coverage to any member of the Sheriff's Office who receives a subpoena, or request for an attorney interview which is a direct result of their employment with the Garfield County Sheriff's Office.

PURPOSE:

To guarantee appearance in court of Sheriff's Office staff, as well as to provide support when they are subpoenaed or interviewed and ensure adequate staffing during their absence.

METHOD:

Official Notices: Staff served with a subpoena or notice of claim or civil action as a defendant in their official capacity shall accept the subpoena and notify their immediate supervisor as soon as possible upon receiving service. The supervisor will then notify the Supervisor in charge of scheduling to make any necessary schedule adjustments.

A copy of the subpoena or notice (other than from the District Attorney's Office) shall be immediately forwarded to the Garfield County Attorney so that legal representation may be provided, if necessary.

Interview Requests: Staff members who receive requests to be interviewed by an attorney, or agent acting on behalf of an attorney, regarding actions or events occurring in the course of their employment, or about knowledge obtained in the course of their employment, shall notify their immediate supervisor. The supervisor will direct the staff member to contact the County Attorney assigned to assist the GCSO to discuss the case and determine if representation is necessary for any reason, including the protection of the safety and security of the Detention Facility.

ALL interviews shall be conducted while the staff member is on duty, unless otherwise recommended by the County Attorney.

Any employee whose appearance in court is necessary due to their official capacity with the Garfield County Sheriff's Office shall be paid for their time in court and as such, any witness fees paid to the employee shall be immediately relinquished to the Sheriff's Office.

All employees appearing in court shall adhere to the Garfield County Sheriff's Office "Uniform, Equipment and Appearance" Policy.