



## California Exposition and State Fair Police Department

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### DEPARTMENTAL GENERAL ORDER

**ORDER № 800.300**

Mar. 2019 (Revised)

08/01/2006 (New)

### CRIMINAL SUBPOENA SERVICE ON DEPARTMENTAL PERSONNEL

#### 800.301 PURPOSE

- A. The purpose of this order is to describe the criminal subpoena service process for the California Exposition & State Fair Police personnel.

#### 800.302 SERVICE OF SUBPOENA

- A. The Sacramento County District Attorney's Office will electronically (email) notify the police department of employees subpoenaed to appear in court as a witness.
- B. The Chief of Police has appointed the office support staff to receive the subpoenas and notify the individual employees. The office support staff will enter the subpoena information in the Subpoena Log.
- C. The office support staff agent shall notify each subpoenaed employee by telephone with the: court date; court location; defendant's name; time of appearance; and the name of the Deputy District Attorney assigned to the case. The office support staff shall note the date and time of notification to the subpoenaed employee in the Subpoena Log. The front office staff will forward a copy of the subpoena to the employee.
- D. The subpoenaed employee is responsible for contacting the District Attorney's Office one (1) full day prior to the scheduled court date to verify whether the case has been canceled or continued to determine if their appearance is still required.
- E. If the subpoenaed employee is unavailable to attend court (vacation, illness), the subpoenaed employee is responsible to notify the District Attorney's Office.
- F. If the District Attorney's Office notifies the police department of a cancellation, the office support staff shall notify the subpoenaed employee and enter a notation on the subpoena log.

#### 800.303 COMPENSATION FOR COURT APPEARANCE

- A. Employees subpoenaed to court are entitled to claim the hours as state time. Employees shall enter their time on the employee sign-in log and indicate event code № 90007.

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*The mission of the California Exposition & State Fair Police is to:  
Provide for the safety and security of visitors, employees, and stakeholders; keep order and  
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

- B. Overtime. If overtime is involved, employees shall attach a copy of the subpoena to the “Request for Overtime” form to verify their appearance.

**800.304 EMPLOYEES UNABLE TO APPEAR**

- A. Subpoena Conflicts. It is the responsibility of the subpoenaed employee, who is unable to appear due to illness or other emergency, to notify the District Attorney’s Office of their unavailability and make other arrangements.
- B. Subpoena Avoidance. Under no circumstances shall an employee refuse or avoid service of a criminal subpoena. Any such actions shall be reported to the Chief of Police. Failure to appear in court may be grounds for disciplinary action and criminal contempt of court charges.