

# LEON COUNTY E.M.S.

## Standard Operating Guideline

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Title: Subpoenas & Summonses  
Effective: May 2, 2005  
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### I. PURPOSE:

To provide uniform guidance on the receiving and handling of subpoenas and summonses by the EMS Division. This guideline only applies to requests for an employee to appear and does not apply to medical records requests. Subpoenas received for medical records requests will be handled in accordance with the County and Division HIPAA policies, guidelines and procedures.

This guideline does not apply to accepting subpoenas and summonses related to personal matters of employees.

### II. GUIDELINE:

The EMS Division will accept subpoenas for all current employees and then assure that the subpoena is immediately delivered to the employee. In doing this the EMS Division will comply with Board Policy No. 04-1 titled "Service of Process of Summonses and Subpoenas."

### III. PROCEDURE:

1. Subpoenas will be accepted by an EMS office or administrative employee on behalf of the employee being served. The EMS staff personnel will assure that the employee identified on the subpoena is currently employed at Leon County EMS prior to accepting the subpoena.
2. After acceptance, the subpoena will be stamped with the EMS received date stamp, along with the initials of the person who accepted it.
3. Subpoenas will be entered into the electronic subpoena log.
4. The subpoena will be scanned and e-mailed to the employee identified on the subpoena
5. The original subpoena will be scanned and electronically stored in the EMS document manager
6. The EMS staff personnel will notify the Deputy Chief of Administration to review the subpoena. If deemed necessary by the Deputy Chief of Administration, the County Attorney's office will also be notified.