

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Serving Non-Client Related Subpoenas and Warrants to
SBHS Employees
POLICY NUMBER: HR 60.01
EFFECTIVE DATE: June 2004
SUPERSEDES: N/A
LAST REVISION DATE: December 2008

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to cooperate with law enforcement agencies or designee(s) with regard to subpoenas, warrants (other legal actions) and investigations concerning SBHS employees.

DEFINITIONS:

- I. Subpoena: A form of court order that directs the person named in it to appear at a designated time and place to testify, produce documents, or both.
- II. Warrant: A judicial writ authorizing an officer to make a search, seizure, or arrest or to execute a judgement.

PROCEDURES:

- I. SBHS staff on the main campus will direct the designee to the Human Resource Department. SBHS staff at the Thomson and Washington Satellites will direct the designee to the Program Manager or designee if the Program Manager is out. The Program Manager will follow the procedures as outlined in this policy with input from the Human Resources Manager if needed.
- II. The Human Resource Department will contact the staff member to come to the Human Resource Department where the designee will meet with the staff member.
- III. If the staff member is not on duty the Human Resource Department will assist the designee by scheduling another time to meet with the staff member or by providing the staff member's home address.
- IV. If the staff member is arrested and removed from campus, the Human Resource Department will immediately notify the appropriate Program Manager and the Chief Executive Officer.

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APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RECISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date