

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Serving Subpoenas, Warrants,
Investigations and other Legal Actions to SBHS Employees
POLICY NUMBER: HR 60.01
EFFECTIVE DATE: June 2004
SUPERSEDES: N/A
LAST REVISION DATE: December 2011

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.
- III. Investigations (Legal): The act, process or an instance of investigating systematically by process of observation or inquiry in detail by legal authorities.

PROCEDURES:

- I. SBHS employees on the main campus will direct the designee to the Human Resource Department. SBHS employees 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 employee to come to the Human Resource Department where the designee will meet with the employee.
- 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 employee or by providing the employee's home address.

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IV. If the employee is arrested and removed from campus, the Human Resource Department will immediately notify the appropriate Program Manager and the Chief Executive Officer.

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