



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

To ensure the Chief of Department and City Attorney are properly informed when a member of the Department is subpoenaed to appear in court.

It shall be the responsibility of each member of the Department who is served with a subpoena for court appearance for any reason related to their official duties to immediately inform their Company Officer, Battalion Chief, Chief of Department and City Attorney.

POLICY

The member who is subpoenaed shall make the notifications via city email. The notifications are to include the date of court appearance and nature and issuance date of the subpoena. If the subpoena is related to an emergency response the notification is to also include the following:

- Incident number
- Type of incident
- Date and time of incident
- Nature/reason for subpoena (if known)
- Date of Hearing

A hard copy of the official subpoena and any supporting documents are to be forwarded to the Fire Chief's office for processing and record keeping.

Members subpoenaed who must appear in court shall represent the Department in full dress uniform.

Approved

Fire Chief

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