



# Administrative Regulations

South San Antonio Independent School District

D – Personnel	DEC
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Receipt of a Subpoena - 2023	

## GENERAL

If an officer of the court or law enforcement requests to serve a subpoena to an employee, send the officer to the Human Resources Department (HR) for civil subpoena or to the police department for criminal subpoena.

Only the supervisors or their designees of the following departments shall have authority to comply with subpoenas on behalf of South San ISD:

- Superintendent
- Chief Officer
- Executive Director
- Campus Principal – CAMPUS PRINCIPALS SHALL CONFER WITH THE APPROPRIATE OFFICE, LISTED ABOVE, BEFORE PROCEEDING WITH A SUBPOENA REQUEST

## TESTIMONY AND COURT APPEARANCE

1. If the employee is required to testify regarding District policies or procedures, the supervisor shall consult with the appropriate office listed above at least one week prior to the employee’s appearance in court.
2. If the employee cannot be available on the date and time specified on the subpoena, the employee shall call the issuer of the subpoena and request rescheduling of the testimony.
3. Employees are encouraged to remain neutral when giving testimony regarding issues such as custody of children. The testimony should consist of factual details rather than opinions, such as opinions regarding a parent’s fitness as child custodian.
4. Absences due to compliance with a valid subpoena related to the District or for jury duty shall be fully compensated by the District and shall not be deducted from the employee’s pay or leave balance, per Board Policy DEC (LOCAL). Such leave shall be coded “jury duty” in the substitute system.

## FEES AND CHARGES:

The District shall charge a reasonable fee to produce information subpoenaed, consistent with the Texas general Services Commission charging guidelines. The current fee for a standard size copy (per page) is 10 cents per page (double-sided counts as two pages). The principal/department head may waive a charge if the cost of processing the collection of a charge will/may exceed the amount of the charge.