

Witness List and Subpoena Service

519.1 PURPOSE

To define the procedure to be followed for the preparation of subpoenas and service.

519.2 PROCEDURE

- (a) Upon receiving the witness list from the Prosecutor's Office, the Administrative Assistant shall prepare the witness list for subpoena preparation. The Administrative Assistant shall promptly advise KVET officers of the date and time of the subpoena.
- (b) The KVET Administrative Assistant will prepare the subpoenas and forward them to the team Sergeants for service.
- (c) The team Sergeants shall assign officers to serve subpoenas to persons outside of the team.