

# Stark County Board of Developmental Disabilities

Policy 4.35 Jury Duty, Court Appearance, Subpoenas, Search Warrants, Investigations, and Other Legal Actions	Effective: 8/22/23
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## JURY DUTY, COURT APPEARANCE, SUBPOENAS, SEARCH WARRANTS, INVESTIGATIONS, AND OTHER LEGAL ACTIONS

### POLICY

The Board is subject to various federal, state, and local regulatory agencies, law enforcement, and other governmental agencies. In order to ensure an orderly and appropriate response, in the event that an employee or any department is served with a valid search warrant, subpoena(s), a request to initiate an investigation or take other legal action, the Superintendent or the Director of Human Resources/Corporate Compliance Officer shall be notified immediately. The Board will cooperate in the investigation while preserving all rights and protections to which the Board is legally entitled.

Court leave with pay shall be granted to employees summoned for jury duty during normal working hours by a federal, state or any other court of competent jurisdiction. Any compensation or reimbursement received, related to jury duty or for court attendance compelled by subpoena, must be remitted to the Business Office when such duty was performed during normal working hours.

Court leave with pay shall be granted to employees subpoenaed to appear before any court or other body authorized by law when attendance of witnesses is required during normal working hours and the employee is not a party to the action. An employee, who is the appellant in any action before the State Personnel Board of Review and is in active pay status at the time of the scheduled hearing before the Board, shall be granted civic duty leave with full pay for purposes of attending the hearing during a normally scheduled work day.

An employee who is appearing before a court or other authorized body in which he/she is a party to the action, except as noted, may request vacation time, personal day or leave without pay. Such instances would include, but not be limited to, criminal or civil cases, traffic court, divorce proceedings, custody or appearing as directed as a parent or guardian of juveniles.

Reference: Ohio Administrative Code 123:1-34-03

<p><b>Historical Resolution Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Resolution Number</th> </tr> </thead> <tbody> <tr> <td>4/25/17</td> <td>04-18-17</td> </tr> <tr> <td>6/23/20</td> <td>06-31-20</td> </tr> <tr> <td>8/22/23</td> <td>08-29-23</td> </tr> </tbody> </table>	Date	Resolution Number	4/25/17	04-18-17	6/23/20	06-31-20	8/22/23	08-29-23	<p><b>Reviewer(s):</b></p> <p>Superintendent Director of Human Resources</p>
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## **JURY DUTY, COURT APPEARANCE, SUBPOENAS, SEARCH WARRANTS, INVESTIGATIONS, AND OTHER LEGAL ACTIONS**

### PROCEDURE

1. An Employee must promptly notify their supervisor regarding potential absences related to jury duty or other court appearances. Employees are required to stay in regular contact with their supervisor during jury duty assignments and court appearances. If jury duty assignments and/or court appearances conclude during the employee's scheduled work hours, the employee is required to return to work or take appropriate leave of absence according to Board Policy.
2. Employees are required to provide their supervisors with a copy of the summons, if one was issued.
3. While on approved jury duty, the employee is paid court leave at his or her normal salary rate. The employee must remit any expense reimbursement funds or compensation paid by the court in which the employee is serving on jury duty to the Board's Finance Department upon receipt.
4. If service or delivery of a subpoena, search warrant or other legal actions is attempted in person by a sheriff, process server, or other individual, the employee's Supervisor should immediately notify the Superintendent or the Director of Human Resources so the proper assistance can be secured from the Board's legal counsel in order to assure an orderly and timely response.