

INTRADPARTMENTAL CORRESPONDENCE

NOTICE

16.1

May 6, 2008

TO: All Air Support Division Personnel

FROM: Commanding Officer, Air Support Division

SUBJECT: SUBPOENA CONTROL OFFICER DUTIES

Please be advised that, effective immediately, Air Support Division (ASD) Watch 1 tower personnel shall be responsible for all duties related to subpoena control. The on duty tower officers shall be responsible for ensuring that the subpoenas are received, stamped, logged into the subpoena control book, and placed on the subpoena board in the Watch Commander's (WC) office. Moreover, if a subpoena needs immediate attention, the tower officers shall notify the on duty WC to ensure timely notification to the concerned subpoenaed personnel.

Additionally, the tower officers shall handle all court-related calls and ensure the dispositions are logged into the subpoena control book. The tower officers shall also forward the subpoenas that have been served to the proper court entity and appropriately document the reason for non-service of a subpoena, if necessary.

Any questions regarding this Notice should be directed to Sergeant Michelle Blackstone, ASD Subpoena Control Coordinator.



MICHAEL C. WILLIAMS, Captain
Commanding Officer
Air Support Division

5-7 orig. to Rotator