

# Germantown Police Department

## Policies and Procedures

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**Number:** 6-1  
**Effective Date:** January 1, 2003  
**Subject:** Service of Subpoenas by Officers  
**Previous Revisions:**

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### I. PURPOSE

The purpose of this policy is to establish guidelines under which officer of the Germantown Police Department will serve subpoenas on behalf of the Germantown Court Clerk's Office.

### II. POLICY

It is the policy of the Germantown Police Department that all officers should serve subpoenas for the Germantown Court Clerk's Office, in accordance with established procedures and state law.

### III. PROCEDURE

A. The Tennessee Rules of Criminal Procedure, Rule 17(d), states:

“A subpoena may be served by any person authorized to serve process, or the witness may acknowledge service in writing on the subpoena. Service of the subpoena shall be made by delivering or offering to deliver a copy thereof to the person to whom it is directed or by leaving a copy thereof with an adult occupant of his/her usual place of residence.”

B. In all cases, officers should attempt to serve the subpoena upon the witness personally. If that is not possible, then a copy of the subpoena should be left with an adult occupant of the witness's home. The occupant of the witness's home is to be named on the **RETURN**.

### IV. REVIEW PROCESS

An annual review of this policy shall be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.