Document Type: Policy Number: 4.65 Effective: 05-01-06

Revised:

Legal References:

## SUBPOENAS, SUMMONS OR COMPLAINTS

Employees served with a subpoena, summons, or complaint on a matter relating to their employment or any other legal matter involving the City of Boise, are required to notify their supervisor and/or the City Attorney as quickly as practical prior to the time for response.