

8.12 Subpoenas and Search Warrants

Policy:

It is the policy of Licking/Knox Goodwill Industries to cooperate with governmental investigations, searches and other external audits.

Procedure:

In the event of a governmental inquiry regarding Licking/Knox Goodwill Industries or, in the event a subpoena, search warrant or request pertaining to other legal actions or investigations is received, the Director of Human Resources must be notified. If the Director of Human Resources is unavailable, the CEO/President shall be notified. All governmental inquiries, subpoenas, or other legal requests shall be reviewed and processed by the Director of Human Resources or the CEO/President. The Director of Corporate Compliance shall be notified as appropriate.

Definitions:

- a. **Subpoena:** A court order requiring an individual to testify in court or produce documents.
- b. **Search Warrant:** An order issued by a judge that authorizes police officers to conduct a search of a specific location.
- c. **Blanket Search Warrant:** A search warrant that authorizes a search of more than one area.
(Note: A blanket search warrant that authorizes the seizure of everything in view is illegal.)

Subpoenas:

1. Any employee who receives a visit or an inquiry from a governmental agency regarding Licking/Knox Goodwill Industries must direct the person or inquiry to the Director of Human Resources. (Note: Individuals have the right not to respond to inquiries from governmental agencies without first seeking assistance from Licking/Knox Goodwill Industries, Inc. or an attorney.)
2. Any employee served with a subpoena for testimony involving a matter directly related to the course of their employment shall notify the Director of Human Resources as soon as possible and submit a copy of the subpoena to the Director of Human Resources. The Director of Human Resources shall evaluate any subpoena received and initiate appropriate follow-up action.
3. Any employee summoned to comply with any other mandated court appearance related to their employment or other Licking/Knox Goodwill Industries, Inc. business will be granted time off with pay to fulfill their obligation. The staff member shall submit any witness or mileage fees paid in conjunction with the subpoena to Licking/Knox Goodwill Industries, Inc. in order to receive paid time off.
4. Employees served with a subpoena for production of records relating to Licking/Knox Goodwill Industries, Inc. business or regarding any employee's record/file, must immediately direct the subpoena to the Director of Human Resources.

5. The Director of Human Resources will report the subpoena of any records related to the business of Licking/Knox Goodwill Industries, Inc. to the CEO/President who shall, in appropriate situations, notify the President of the Board of Trustees.
6. In appropriate situations, the CEO/President shall report to the Board of Trustees regarding all staff members that have been subpoenaed to testify concerning Licking/Knox Goodwill Industries business.
7. The Director of Human Resources shall retain evidence of subpoena compliance steps.

Search Warrant/Blanket Search Warrant

1. Any employee served with a search warrant shall comply immediately upon presentation of proper ID by the serving law enforcement officer. The Director of Human Resources shall be notified immediately. If the Director of Human Resources is unavailable, the employee must immediately contact the CEO/President.
2. The Director of Human Resources and CEO/President shall evaluate any search warrant received and initiate appropriate follow-up action.
3. In appropriate cases, the CEO/President shall notify the Board of Trustees when a search warrant has been served upon Licking/Knox Goodwill Industries, Inc.