

CITY OF EL PASO CIVIL SERVICE COMMISSION

POLICY ON REQUESTING A SUBPOENA FROM THE
CIVIL SERVICE COMMISSION

Policy:

The City of El Paso Civil Service Commission (the "Commission") hereby establishes a policy for the requesting, issuance and enforcement of subpoenas authorized by the Commission.

Procedure:

Only parties to a pending appeal or grievance coming before the Commission can request a subpoena from the Commission. (As applicable, matters referred by the Commission to a hearing officer will be handled pursuant to the hearing officer's procedural orders.) A subpoena may be requested when the testimony of someone is required. A subpoena may also be needed to request the production of evidence relevant to the hearing or appeal.

A party requesting a subpoena must do so no later than the close of business on the Tuesday immediately preceding the scheduled Commission meeting or hearing date.

How to request a subpoena:

If a party desires to have a witness served with a subpoena, that party shall deliver to the Commission Secretary a written list of all persons to be subpoenaed, along with the last known address for such witnesses, no later than the close of business on the Tuesday immediately preceding the scheduled Commission meeting or hearing date. If the party desires to have evidence subpoenaed, such evidence must be described in the subpoena request.

If the witness is not a City employee, the Commission Secretary shall issue the subpoena and have it served. If the witness is a City employee, the Commission Secretary shall issue the subpoena and have it served, and the Human Resources Director shall compel the witness' attendance at the meeting or hearing.

Enforcement:

Pursuant to the El Paso City Charter, any person who fails or refuses to obey a subpoena duly issued by the Commission or Commission Hearing Officer, or who fails or refuses to produce

evidence duly subpoenaed by the Commission or Commission Hearing Officer, shall be subject to penalties for contempt as provided by Ordinance 008057, as may be amended.

Passed and Approved on this _____ day of _____, 2015.

Edward Hernandez, Chair
Civil Service Commission

APPROVED AS TO FORM:

ATTEST:

Linda Ball Thomas, Secretary
Civil Service Commission

Elizabeth Ruhmann
Assistant City Attorney