

## SECTION 5.21      LEGAL REQUESTS

In the event that an employee should receive a subpoena, search warrant, notice of investigation or any other legal document pertaining to one of the individuals served by the Jefferson County Board of Developmental Disabilities (JCBDD), such notice should be forwarded to the superintendent for review. Upon review, the superintendent will advise the employee how to proceed and what action is to be taken. No information should be released without the approval of the superintendent.

Should an employee be asked to witness a legal document for an individual served by JCBDD, the employee should refrain from doing so and refer them to the notary on staff with JCBDD.

Board approved April 18, 2024