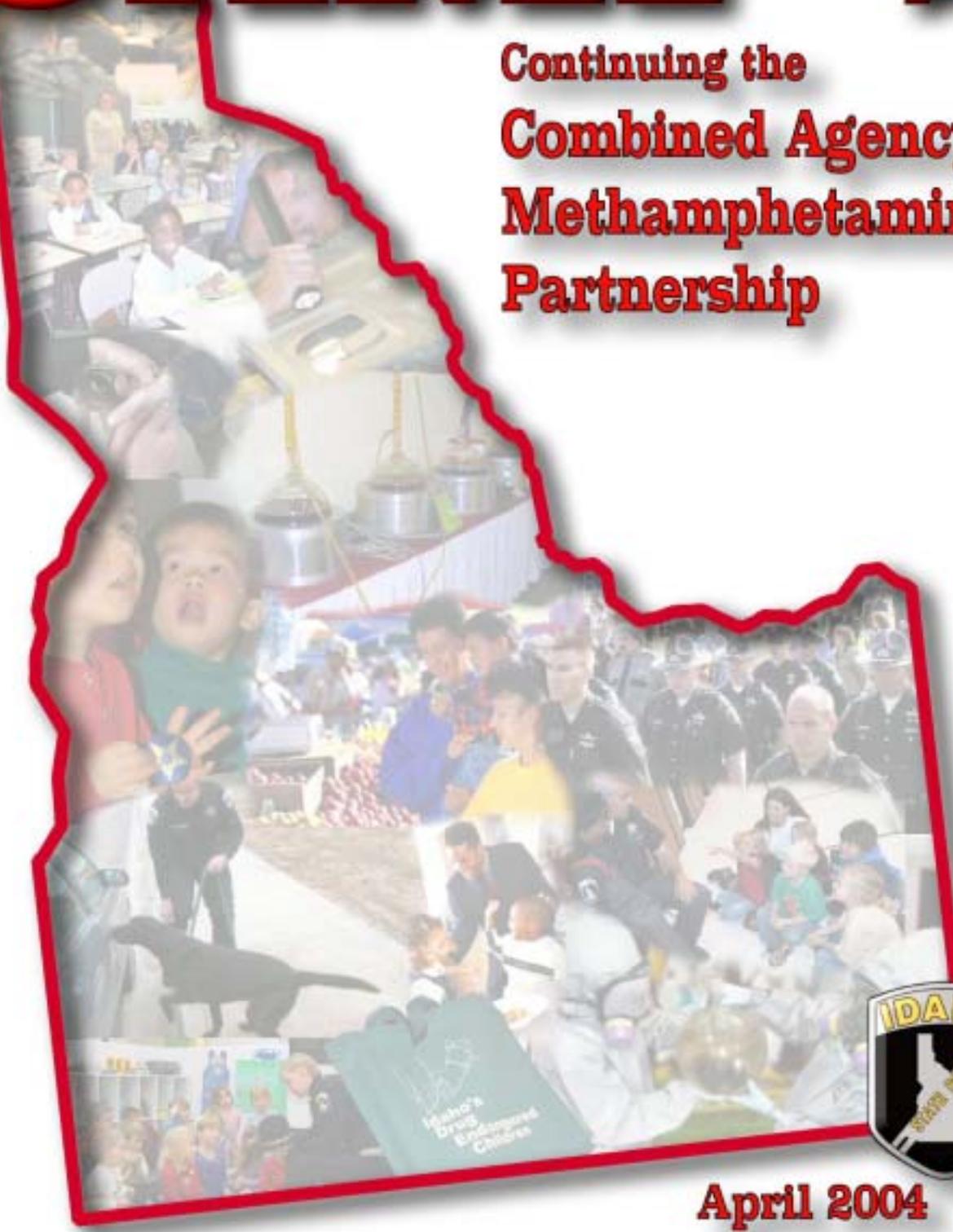


# CAMP 2

Continuing the  
Combined Agency  
Methamphetamine  
Partnership



April 2004



# Idaho State Police

Service since 1939



April 23, 2004

Idaho Governor Dirk Kempthorne made it clear even before he was elected that eradicating methamphetamine (meth) from Idaho's communities was of primary importance in safeguarding the state's health and well-being.

In 1999, he tasked the Idaho State Police with creating an organized, all-inclusive approach with partnerships crossing government and agency jurisdictional boundaries.

The first "meth initiative" known as CAMP (Combined Agency Methamphetamine Partnership) focused on building and strengthening bonds between criminal justice partners and private industry. It was a five-pronged effort, delivering the combined effects of increased enforcement efforts, partnerships with law enforcement and the business community, an increase in ISP's human resources, regional narcotics training, and community education and awareness.

An informational campaign was launched, designed to alert retail business owners and employees to the commonly available precursor ingredients typically purchased in large quantities to manufacture meth. This part of the initiative featured educational presentations describing the composition of methamphetamine, its effects on users and resulting environmental hazards due to meth production. A drive to train the state's law enforcement officers to a shared level of expertise in dealing with clandestine laboratories and the people operating them was also undertaken.

The success of this approach is evident today not only in the new relationships between all involved, (demonstrated particularly in the formation of the Drug Endangered Children partnership) but in the dramatic and continuing decline of clandestine laboratories throughout the state.

CAMP2 moves into the next logical arenas – further partnerships for effective enforcement, and reaching more deeply into schools, faith communities and other cultures to spread preventive information into these previously under-served populations. CAMP2 is undertaken in a spirit of strengthening and reinforcing successes from the original methamphetamine initiative while carrying forward into fresh venues such as establishment and use of Drug Endangered Children protocols statewide and establishment of clandestine meth lab clean up standards. We are looking now to further ensure the safety and well being of the littlest victims – the children who are Idaho's future.

Respectfully Submitted,

Colonel R. Dan Charboneau  
Director

# CAMP2

## History of the Methamphetamine Initiative

From the June 2000 Methamphetamine Initiative report of the Idaho State Police:

"The Idaho State Police (ISP) is committed to applying dedicated resources to combating the manufacture, sale, use and transportation of methamphetamine throughout the state of Idaho.

Over the past eight years a small number of task forces, committees and individuals have devoted many hours to research, discussion and planning efforts to address a concerted attempt to deal with substance use and abuse. Some groups discussed substance issues in the context of Idaho's communities; others viewed the topic from a statewide stance. Most recently in 2000, then Governor-elect Dirk Kempthorne charged a transition task force to view the issue not only from a statewide viewpoint, but also taking into account all of state government's role in attacking it.

Conquering illicit substance use requires a number of elements, chief among them cooperation between agencies and levels of government. It further requires increased resources: human, equipment and financial resources dedicated to detection and apprehension of the suppliers of these substances. Lastly, it requires a concentrated, ongoing public information and education component. Changes in law may be necessary to facilitate these elements.

The Idaho State Police is singularly able to respond in all areas. Building on existing programs, the agency will implement Governor Kempthorne's methamphetamine initiative on a variety of fronts."

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In October 1999, the ISP began a series of meetings around the state with local law enforcement, prosecutors and corrections leaders. The meetings were the kickoff for the Combined Agency Methamphetamine Partnership (C.A.M.P.) initiative introduced by Governor Dirk Kempthorne and the Idaho State Police.

The meetings provided an opportunity for the Idaho State Police to share with the state's criminal justice leaders their plan for attacking methamphetamine in Idaho. Additionally, the ISP sought suggestions for enhancing future partnership actions between agencies. A list of recommendations and proposed actions was generated from the meetings.

In addition to activities identified for the Idaho State Police and the Peace Officer Standards and Training Academy (P.O.S.T.) to undertake, there were a number of excellent suggestions for partnerships among law enforcement, corrections, school

districts, health districts, prosecutors, community groups and businesses. The meetings concluded in November 1999.

Following the C.A.M.P. meetings, ISP staff analyzed the suggestions and recommendations of those in attendance. All criminal justice leaders invited to the meetings, whether or not they actually attended, received the list of recommendations with a cover letter from then-Director E.D. Strickfaden. The suggestions for actions within the jurisdiction of other agencies or organizations were forwarded to them in letters from Mr. Strickfaden. The "Idaho State Police Methamphetamine Strategy" was published, distributed and posted at the ISP website, where it can be viewed today.

## **Key Ideas of CAMP 1**

A review of the initial CAMP Project reveals successes in stemming the flow of methamphetamine into Idaho.

### **Successes**

#### *Public Education and Community Awareness Campaign*

- ISP reached its early goal of creating awareness of the widespread destruction caused by methamphetamine, including the victimization of non-users through exposure to long-term environmental hazards.
- The ISP Speakers Bureau continues its role in informing the public, delivering two hundred (200) presentations reaching over 6,400 attendees in 2003.
- ISP partnered with the Idaho State Broadcasters Association and the U.S. Attorney's office to develop a drug nexus with the Safe Streets Program. ISP officers and equipment appear in the latest television public service announcements warning of gun violence associated with drug use.
- A three-year Byrne grant was used to develop materials and make presentations to business and community groups. Activities included: development and airing of public service announcements; design and distribution of methamphetamine awareness brochures, pamphlets and store signs; and development of a "*Turn in a Meth Dealer*" interactive web site.

### Law Enforcement/Corrections partnerships

- The early partnerships with the Idaho Department of Correction (IDOC) continue. A basic corrections academy building is under construction on the ISP complex in Meridian, to be administered by the Peace Officer Standards and Training staff.
- When appropriate, ISP officers and Correction probation and parole officers work together to resolve drug cases.
- Agreement was reached between IDOC and ISP to use certain probationers and parolees as confidential informants, on a case-by-case basis.

### Internal Actions

- ISP began its Idaho Criminal Enforcement program, which combined the traffic safety and enforcement expertise of the seasoned trooper with the drug knowledge and interview experience of the veteran detective. This partnership provides the ability to tap into the whole range of criminal investigation knowledge in identifying paraphernalia, drugs and criminals traveling on Idaho's roadways. In its first two months alone the I.C.E. team made one hundred ninety three contacts yielding twenty five felony arrests and eighty six citations. More than two hundred grams of meth were seized in these contacts, as well as thirty thousand dollars, three vehicles and four weapons. Further, the I.C.E. team encountered and arrested ten persons wanted on previous felony warrants.
- P.O.S.T. delivered specific training in detecting methamphetamine laboratories, to local law enforcement and ISP officers in regional classes throughout the state.

### External Partnership Actions

- The first Drug Endangered Children conference was held in July 2003. It brought together state agencies, the medical community and private service providers to share information and develop a process to provide care for children found in drug environments. The DEC conference provided a platform for introduction of Idaho's Drug Endangered Children Protocol, a revolutionary proposal that dedicates itself to a seamless approach for caring for drug endangered children from the moment they are discovered in the drug environment, through medical assessment and care, to placement in a healthy environment and follow-up.

Shocking new information was revealed during the conference, regarding the presence of methamphetamine vapors and residue on virtually every surface within rooms used as methamphetamine laboratories, to more remote areas such as basements and second and third stories of these homes. Additionally, medical evidence of the irreversible effects of small amounts of meth on children's physiology was introduced.

ISP now regards the presence of children in drug-producing environments even more gravely than in the past. A multi-agency protocol (see Appendix) is currently being tested in the Coeur d'Alene area and the Twin Falls/Jerome area, with preliminary positive results.

In the past, when children were discovered in drug environments, the standard action was that law enforcement attempted to locate relatives to care for the children, or contacted some entity of child protective services. Today, officers remain engaged in the case throughout its entirety.

- ISP began, and is deeply involved in, development of an information-sharing database to communicate across state lines and ultimately, across in-state jurisdictions.
- ISP took the lead in organizing regularly scheduled luncheons bringing together local, state, and federal criminal justice entities for team building and information sharing.
- ISP began outreach to other agencies with responsibilities to clean up meth lab sites, both the external and internal environments. Discussion has begun regarding those responsibilities and implementing a program to certify meth manufacturing sites as habitable after clean up.

## **Today's Issues for CAMP 2**

After the initiation of the CAMP 2 project in March of 2003, meetings were again held throughout the state of Idaho. The goal was to generate more community involvement in Idaho's fight against methamphetamine.

These meetings generated two new themes:

- A scarcity of resources, both in the communities and within law enforcement agencies; and
- An inability to calculate the cost of methamphetamine use to the state of Idaho.

While the ISP cannot create resources for affected communities, it will continue to partner with them to provide information, training and assistance in seeking solutions.

## **Early Successes**

### Public Education and Community Awareness Campaign

- Continuing with the goal of creating awareness of the widespread destruction caused by methamphetamine, ISP expanded its reach into multi-cultural areas by developing a Spanish version of the “Meth is My Neighbor” brochure.
- ISP expanded its outreach into faith communities, partnering with churches to distribute these brochures among congregations, stores and other establishments with access to the Hispanic community. The brochure was shared with the Immigration and Naturalization Service in eastern Idaho; Eastern Idaho Specialty Services Agency; Idaho Migrant Council; Idaho Commission on Hispanic Affairs; and Hola, Inc.
- In eastern Idaho, Spanish speaking ISP personnel and local police officers appeared on Hispanic radio programs to explain the dangers and effects of methamphetamine on communities.
- Two (2) printed public information leaflets and the CAMP 2 Power-Point Methamphetamine presentation were translated into Spanish and made available to Hispanic communities.

### Internal Initiatives

- The former I.C.E. Team program has evolved into a dynamic new program. The program is embodied in three words: "look, listen and think". Every officer, not just specialized teams, must perform as full a range of enforcement duties as he or she can, regardless of current assignment or program.
- Highway drug interdiction training was provided in early 2003 by Joe David and staff of Desert Snow, Inc., setting the stage for troopers to uncover criminality while performing their highway safety duties.
- Statewide highway interdiction training provided by officers of the Utah Highway Patrol, coupled with the one-half day search and seizure update by ISP legal counsel occurs during every Advanced Training Class, with additional training for patrol officers to assist them in observing and interviewing during legitimate traffic stops, to uncover other criminal activity.

## **The CAMP 2 Action Plan**

### Short-Term Goals (achievable by June 30, 2004)

- ISP will continue with the original initiative to educate the judiciary regarding methamphetamine. ISP Majors and Captains will schedule presentations concurrent with quarterly Trial Administrators meetings.
- ISP Majors will contact the drug court research office to review current information obtained from drug court exit questionnaires and request that those graduating from drug courts become involved in Speakers Bureau presentations, giving first-hand information to attendees regarding the dangers of methamphetamine and other drug addictions.
- ISP and the POST Academy will pursue training from the National Highway and Transportation Safety Agency, and the Western Regional Counter Drug Unit to bolster the "Look, listen and think" program.
- ISP will partner with Drug Free Idaho, Parents And Youth Against Drug Abuse (PAYADA), state government and corporate entities to develop a campaign addressing drug use in the work place.
- ISP Major Ralph Powell chairs the Safe and Drug-Free Schools program. This connection will be pursued to deliver effective drug education in Idaho's classrooms.
- ISP Majors will contact the Treasure Valley Alcohol/Drug Coalition and Healthy Community\*Healthy Youth to offer incorporation of the meth initiative material into their messages and presentations.

### Mid-Term Goals (achievable by December 31, 2004)

- A basic academy for Correction employees will be housed within the ISP P.O.S.T. function by December 2004. The potential for exchanging instructors for appropriate training sessions will be explored during the curriculum planning stage of this project.
- Outreach activities through faith communities will continue, with initial information distribution completed by the year's end.
- The Idaho State Police maintains a written policy identifying the agency as a "Drug free Workplace". The "Testing for Use of Drugs or Alcohol" procedure provides pre-employment "substance screening" typically consisting of an in depth background investigation and polygraph examination for the majority of department employees, and for-cause drug testing for all employees. An ISP procedure committee will determine the feasibility of adding pre-employment drug screening for all employees

and random drug testing, requiring the testing of 25% of the department's employees annually.

- ISP is involved in a number of information-sharing efforts, chief among them the state of Idaho's justice integration project, and ISP's partnership with other states for criminal case information-sharing, under the acronym CISA. These projects contain both mid-term and ongoing goals.
- Discussions continue among agencies with potential responsibility in clandestine laboratory cleanup. ISP will seek agreement on a process to certify clan lab locations as habitable after cleanup is completed.

### Long-Term and Ongoing Goals

- Continue all community, corporate and public education efforts, including continual update of educational materials.
- Continue "look, listen and think" approach to traffic enforcement with emphasis on uncovering criminality.
- Continue Drug Endangered Children conferences, education efforts and protocol throughout Idaho.
- Continue and enhance training in contraband detection, sharing within each region all training attended by individuals.
- Continue case-specific assistance to local law enforcement agencies and prosecutors to deal with drug manufacture and trafficking in their communities.
- Continue focus on investigating, dismantling and prosecuting major drug trafficking, conspiracy, Racketeer Influenced and Corrupt Organizations Act (RICO) and Continuing Criminal Enterprise (CCE) organizations.
- Continue participation in information-sharing database projects, with the ultimate goal of sharing information electronically with local law enforcement, in addition to other state and federal agencies.
- Continue and enhance efforts for joint casework with IDOC, including "ride along" partnerships and the use of parolees and probationers as confidential informants, when appropriate.

- Continue regularly scheduled regional meetings with local law enforcement and other criminal justice entities to share information and ideas, cement positive working relationships, and solicit input and ideas for the state-wide methamphetamine initiative.
- Continue accessing the Safe and Drug-Free Schools program as an avenue to repeatedly address drug issues with Idaho's schoolchildren.

### **Action Items Requiring Executive Decisions**

- Approval of the Idaho State Police CAMP2 Action Plan. (Director and Governor)
- Approval of draft legislation setting clandestine laboratory cleanup standards and assigning specific responsibility among affected agencies. (Director and Governor)
- Encourage Department of Health & Welfare to provide information regarding grant monies available to communities for youth treatment options. (Governor)
- Encourage the Division of Financial Management to formulate a costs matrix for the effects of methamphetamine on Idaho's citizens and communities. (Governor)

***APPENDIX A***  
***DRUG ENDANGERED CHILDREN***  
***PROTOCOL***

# **IDAHO PROPOSED STATEWIDE DRUG ENDANGERED CHILDREN PROTOCOL**

## **INTRODUCTION**

Illicit drug manufacturing and distribution has created a public health and safety crisis for residents of the State of Idaho. Despite increased law enforcement efforts, the manufacture of illicit drugs continues to grow at an alarming rate. As a result of the danger of fire and/or explosion when the chemicals used to manufacture illicit drugs are combined, the risk to children at these locations is extremely high. The Governor of the State of Idaho, members of the Idaho 2003 Legislature, Idaho Chiefs of Police Association, Idaho Sheriffs Association, Idaho Prosecutors, Emergency Medical Physicians, Emergency Medical Services, Fire Departments, Department of Health and Welfare - Children and Family Services, Family Advocates, DrugFree Idaho, and Idaho State Police have formed a Drug Endangered Children Team to establish a protocol for their response to drug endangered children within the State of Idaho.

### **A. Purpose of the Program**

The purpose of the Drug Endangered Children (DEC) Program is to coordinate and document the work of a multi-disciplinary team comprised of law enforcement, emergency room physicians, emergency medical services, fire departments, and Children and Family Services to respond effectively to illicit drug laboratories and other drug environments where children are present and declared in imminent danger. In implementing this protocol, these agencies agree to: (1) Staff a multi-disciplinary team to respond rapidly to drug endangered children cases; (2) Coordinate immediate and ongoing medical treatment and family services for drug endangered children; and (3) Aggressively prosecute drug manufacturers, distributors and users who endanger children.

### **B. Program Goal**

The primary goal of the DEC team is to establish a multi-disciplinary methodology for the response to, and diagnosis and treatment of, children who have been exposed to the chemicals used to manufacture illicit drugs and dangerous drug environments. Appropriate diagnosis and early treatment are imperative to determine the needs of these children so Children and Family Services can effectively manage the psychological, sociological and physical situation of each child.

In implementing the protocol, our multi-disciplinary teams will improve the timely response of member agencies to illicit drug laboratories and places where drugs are distributed or used. DEC team members and their agencies will complement each other by working together to improve relationships between disciplines.

### C. Program Policy Statement

The State of Idaho DEC team will utilize a multi-disciplinary approach to effectively meet the needs of the children and to enhance cooperation through a collaborative team building effort involving all disciplines. Children and Family Services and medical personnel will assess the short and long-term needs of endangered children and will facilitate appropriate placement and treatment.

### D. Purpose of the Protocol

This protocol seeks to establish a consistent methodology for multi-disciplinary response to drug endangered children cases within the State of Idaho. Upon completion, the protocol will provide guidelines for prosecutors, Children and Family Services workers, law enforcement agencies, and emergency medical personnel. It is envisioned that each discipline will develop its own internal policies/protocols consistent with the multi-disciplinary protocol, for statewide implementation.

## I. COMPOSITION OF DEC TEAM

- A. Prosecutors will file and aggressively prosecute each one of the DEC cases within the State of Idaho. All cases will be carefully evaluated to ensure that all appropriate enhancements, including child abuse charges and criminal enhancements, are reviewed and added to the illicit drug manufacturing, drug distribution, or use-related criminal case. Prosecutors will convene regular meetings of the DEC team and will assist in the preparation for prosecution of DEC cases.
- B. Law Enforcement Agencies will investigate and directly respond to the scene of illicit drug laboratories and places of distribution or use where children are, or have been, present. Officers will investigate, collect evidence, and prepare the case for filing. This will include, but is not limited to, taking photographs, video taping, collecting evidence, preparing and serving search warrants, and testifying in court on child endangerment issues and shelter care hearings.
- C. Children and Family Services will respond to illicit drug laboratories and any other drug related cases where children are found to be in imminent danger within the State of Idaho and will, whenever possible, accompany children to a local medical facility for examination and treatment. They will arrange for/provide foster care within the State of Idaho and assist in the transition of the children to these placements. They will also maintain records to ensure the appropriate prescribed long-term treatment for these children.
- D. Emergency Medical Services,  on request. They will respond to the scene and evaluate the medical needs of the children at the site. They

will assess the immediate health threats to each child and provide appropriate care as needed. They will transport children requiring emergent medical attention to the most appropriate medical facility.

- E. Licensed Medical Practitioners will provide treatment for the child victims of these illicit drug laboratories and dangerous drug environments. They will examine children for acute injury or illness and assist the DEC team to determine appropriate long-term treatment plans.

## II. OPERATIONAL PROCEDURES

- A. Notification – Whenever a child is found at an illicit drug laboratory site or a place where drugs are distributed or used and the child is in imminent danger, the child will be removed. The appropriate Children and Family Services worker will be immediately notified.
- B. Crime Scene Processing and Child Intervention – Law enforcement will process the illicit drug laboratory or dangerous drug environment pursuant to established guidelines. Children will be removed from the scene and placed in a safe location while awaiting Children and Family Services and/or an interview by law enforcement. The case officer will maintain all photographs of the scene. All physical evidence, excluding contaminated evidence, will be photographed and retained by law enforcement.
- C. Preservation of Evidence – Law enforcement will book into evidence all relevant evidence found at the crime scene including the photographs taken showing child endangerment issues. The case officer's evidence handling procedures will be utilized to maintain this property pending forensic analysis and use in trial.

## III. INTERVIEWING

Law enforcement and Children and Family Services DEC team members will jointly interview children at the scene if possible. If this is not possible, a complete interview will take place upon completion of the child's medical examination. DEC team members will be cognizant of the child's needs and will make all efforts to minimize any trauma to the child.

## IV. DETERMINING A NEED TO BE SEEN BY A MEDICAL PRACTITIONER

- A. Hazardous Conditions – Where hazardous conditions exist at an illicit drug laboratory or a place with drug activity, law enforcement will declare the child in imminent danger pursuant to the Idaho Child Protective Act ( I.C. 16-1612). Emergency Medical Services will be

immediately notified and will evaluate and transport children with acute medical needs to an appropriate medical facility.

- B. Procedure for Examination and Testing of Children – Upon arrival at the medical facility, children will receive a physical examination and appropriate laboratory testing per the DEC Medical protocol. All medical records will be maintained by the medical facility and released to law enforcement with the appropriate court order or custodial consent.
- C. Preservation of Evidence – All relevant evidence will be maintained by law enforcement.

#### V. EXCHANGE OF INFORMATION BETWEEN AGENCIES

The prosecutor's office, Children and Family Services, emergency medical personnel, and law enforcement will exchange information regularly throughout this period. All interviews will be documented and provided to DEC team members. Photographs of the crime scene will be provided to all DEC team members as well as a ptape of the location. Photographs of the children will be taken and used in court to establish child endangerment.

#### VI. PREPARATION OF REPORTS

DEC team members will compile their respective reports detailing both the appropriate illicit drug charges, as well as the appropriate child endangerment charges necessary for successful prosecution. These reports will need to be submitted to the prosecuting attorney prior to the shelter care hearing. When appropriate, the following child endangerment charges will be detailed in the reports: I.C. 18-1501(1) or add on 37-2737A, manufacture or delivery of controlled substance where children are present.

The respective team members will maintain all reports containing spontaneous and/or interview statements made by witnesses to the crimes, victims and medical personnel.

#### VII. ASSIGNMENT OF CASES

##### Planned and Unplanned Intervention

Children and Family Services will identify appropriate referrals of children in imminent danger within their area. They will not notify the child's family in the event law enforcement intends to serve a search warrant at the location. In the event of an unplanned or emergency intervention, Child and Family Services will be contacted by law enforcement and will respond to the prescribed location.

## VIII. DEC TEAM DEBRIEFING

Within five (5) working days upon completion of the investigation of an illicit drug laboratory, or dangerous drug environment, where children are found in imminent danger, all DEC team members will meet and debrief each other as to the case events and evidence found. This policy is established in order to successfully assess and improve the response of the DEC team. Furthermore, it is believed that this debriefing will assist DEC team members in identifying any problems that may have existed at the time of the search warrant or intervention, which could be improved upon in future cases. This debriefing process is imperative to establish and improve collaborative efforts between DEC team members and other disciplines involved.

## IX. PROSECUTION'S CASE MANAGEMENT AND HANDLING

Prosecutors will file all appropriate illicit drug charges/enhancements, and appropriate child endangerment charges/enhancements. Prosecutors will request that bail be imposed upon the defendants, commensurate with their conduct. Whenever possible, the preliminary hearing will be conducted in such a manner as to avoid the need to call the child as a witness. Prosecutors will request criminal no contact orders whenever appropriate. Prosecutors are encouraged to aggressively pursue child endangerment charges and sentences to ensure that the health and welfare of the child is paramount to any other issues.

***APPENDIX B***

***DRUG ENDANGERED CHILDREN MEDICAL  
PROTOCOL***

## **Drug Endangered Children (DEC) Medical Protocol**

### **EMERGENCY DEPARTMENT PROTOCOL:**

1. Obtain as much medical history pertaining to the child as is possible. Consider parents, guardians, primary pediatricians office or medical clinic. Consider findings known about scene from which child was taken.

2. Gather pertinent clinical information:

Height (Length);

Weight;

Head Circumference (if <36 months);

Temperature (oral or rectal);

Pulse;

Oxygen saturation;

Blood Pressure (all ages);

3. Perform pediatric head-to-toe physical exam, and document findings.

4. Lab Testing

Urine Tests:

Screen for drugs of abuse and comprehensive drug screen with confirmatory test results on any positive.

Blood tests (if suspected neglect/malnutrition):

CBC, Comprehensive Metabolic Panel (to include LFTs, Albumin, total protein); others as indicated by physical exam/history

Other testing at physician's discretion: i.e. xrays, sexual abuse exam

5. Call Poison Control If Clinically Indicated.

6. Dictation of services and findings by Emergency Physician or consultants on the stat line is encouraged. Requests for records are anticipated soon after the ED encounter.

7. In the event that follow-up care discussions are needed after the patient has been discharged from the hospital (as in the case of a abnormal test result which returns after

the patient has left the facility), hospital staff must be certain that the follow-up care information is provided exclusively to a person designated as guardian for health care for the child in question.

**Follow-up with the child's physician to be arranged by Health and Welfare within one month of the initial ED visit.**

#### PRIVATE PHYSICIAN FOLLOW-UP PROTOCOL

Followup visit to include:

1. Complete health, nutritional and developmental history.
2. Growth and Development check
3. Immunization history and treatment as needed
4. Referral as needed for vision, hearing or mental health screening
5. Referral as needed for Dental Care.
6. Treatment to correct or ameliorate defects and physical and mental illness or conditions uncovered by the screening services.

#### RESPONSE TO SUBPOENA OR SEARCH WARRANTS

***Search warrants or subpoena for medical records will be presented to the Director of Medical Records or the Release Coordinator of Medical Records.***