



Administrative Policy No. 4.08

Subject: Delegation of Authority to Issue Subpoenas

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Authorizing Source: RCW [43.20A.110](#), [43.20A.605](#), [74.04.050](#), [74.04.060](#),
[74.04.290](#), [74.08.331](#), [74.09.200](#), [74.09.210](#), & [74.09.290](#)

Effective Date: May 1, 1990

Revised: October 18, 2024

Approved By: Original signed by Pearlette J. Ramos
Senior Director, Office of Justice and Civil Rights

Purpose

This policy delegates authority from the secretary of the Department of Social and Health Services to the office of fraud and accountability and the Aging and Long-Term Support Administration to:

- Issue subpoenas for records;
- Administer oaths; and
- Take client testimony.

Scope

This policy applies to the following areas of DSHS:

- Office of fraud and accountability in Facilities, Finance, and Analytics Administration.
- Aging and Long-Term Support Administration.

Policy Requirements

- A. The director and deputy director of the office of fraud and accountability are delegated the authority to issue subpoenas for records, administer oaths, and take testimony.
- B. The directors of the following divisions within the Aging and Long-Term Support Administration are delegated the authority to issue subpoenas for client records only:

1. Home and community services,
2. Residential care services,
3. Management services, and
4. Adult protective services.

DSHS Official