

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: January 20, 2016

Approved By: Original signed by Dana Phelps
Senior Director, Policy & External Relations

Purpose

This policy delegates the Department of Social and Health Services' (DSHS) Secretary's authority 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 Services and Enterprise Support Administration.
- Aging and Long Term Support Administration.

Policy Requirements

A. The following persons in the Office of Fraud and Accountability in are delegated the authority to issue subpoenas for records, administer oaths, and take testimony:

1. The Director
2. The Assistant Director

- B. The following persons in Aging and Long Term Support Administration are delegated the authority to issue subpoenas for client records only:
1. The Director of Home and Community Services
 2. The Director of Residential Care Services
 3. The Director of Management Services

Official DSHS