

CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued: December 17, 1997

Revision Date: November 5, 2007

Subject: Legal Paper Process

Reference: CACP STD.230.1 - 230.7

TO: ALL OFFICERS

I. POLICY:

The Craig Police Department shall serve criminal writs, summons, mandates and other criminal documents as provided by the criminal courts of this city, county, and other jurisdictions. A sworn member of the Police Department will perform this service. The Craig Police Department shall not be involved in the service of any civil process.

II. DEFINITIONS:

CIVIL PROCESS: A writ, summons, mandate, or other process issuing from a court of law or equity pertaining to a cause of action of a civil nature.

CRIMINAL PROCESS: A writ, summons, mandate or other process issuing from a court of law compelling a person to answer an order of the court.

OTHER JURISDICTION: Another municipality, county, or state, other than the Municipal Court of the City of Craig.

III. PROCEDURE:

A. Records

1. When a criminal document is received for service by the Police Department, the following shall be recorded in the incident screen.
 - a. Date and time received.
 - b. Nature of document.
 - c. Source of document. (court)
 - d. Name of plaintiff/complainant and/or name of defendant/ respondent.
 - e. Court docket number.
 - f. Date service due.

2. Attempts to serve each document shall be recorded in the original incident screen, to include:
 - a. Address where service was attempted.
 - b. Date and time of the attempted service.
 - c. Officer attempting service.
 - d. The reason for non-service of the document.
 3. When recording the service of a document the following shall include:
 - a. Date, time, and location of service.
 - b. Name of officer serving.
 - c. To whom process was served.
 4. When the service of the document(s) for another jurisdiction is completed, the document(s) will be forwarded to the records division to be returned to the other jurisdiction by appropriate means.
- B. Refer to General Orders 7.04, 7.07 & 7.08 for other information concerning warrant executions.

Approved by:

Walter K. Vanatta
Chief of Police

Date:
