

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

1007

Subject

Records Procedures for Legal Process

Date of Issue

January 16, 2020

Effective Date

January 16, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

All Previous Orders

Standard Number:

2.7.1 / 2.7.2

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I. PURPOSE

The purpose of this general order is to provide members with guidelines on Legal Process Record Procedures.

II. POLICY

N/A

III. PROCEDURE

A. Recording Legal Process Information

1. The Lower Providence Township Police Department serves traffic and criminal warrants. The Montgomery County Sheriff's Department and State Constables control all other legal processes in support of the Judicial function.
2. Upon request, Lower Providence Township Police Department members will assist State Constables and/or the Montgomery County Sheriff's Department in the serving of other legal processes.
3. The following information shall be recorded by departmental personnel on an Incident Report:
 - a. Type of legal process, i.e. civil or criminal;
 - b. Nature of document;
 - c. Source of document;
 - d. Name of plaintiff/complainant or name of defendant/respondent;
 - e. Officer assigned for service;
 - f. Date of assignment;
 - g. Court docket number;
 - h. Date received;

i. Date service is due or date of service.

B. Recording Execution/Attempt of Service

1. When a summary, misdemeanor, or felony warrant or civil order is served or service is attempted such service or attempted service shall be noted in a supplement report to the incident report and shall include the following information:

- a. Date and time service was executed/attempted;
- b. Name of officer(s) executing/attempting service;
- c. Name of person on whom legal process was served/executed;
- d. Method of service/reason for non-service;
- e. Address of service/attempt;

Michael Jackson

Michael Jackson
Chief of Police