

May 21, 1998

DEPARTMENT GENERAL ORDER No. 98-4

TO: ALL PERSONNEL

SUBJECT: **LEGAL PROCESS CONTROL LOG**

A Legal Process Control Log (Refer attached sample) has been adopted to replace the Subpoena Control Log the department has been utilizing. Data from criminal and civil subpoenas, as well as other similar types of court documents, shall be entered onto the Legal Process Control Log by the appropriate on-duty supervisors. Such data entry will be accomplished in a timely fashion and shall include:

- Log entry number. The type of process (civil/criminal)
- Nature of document. Source of document.
- Name of plaintiff/complainant/defendant.
- Officer assigned. Court date.
- Docket/cause number. Service date.
- Recording supervisor. Date received.
- Officer receipt signature.

The log entry number shall be unique to each individual document received, with the numbering sequence commencing with Roman Numeral I on January 1st of each new calendar year and proceeding thereafter toward infinity. However, as copies of the Legal Process Control Log have been distributed to both the Field Operations Bureau and Investigations and Support Bureau, the numbering system utilized shall be preceded by either the letter F or I.

Completed Legal Process Control Log sheets shall be periodically forwarded to the supervisor of the Administrative Division who shall enter same into an archival file. The log sheets will subsequently be maintained in said file for a period of three years, at which time the older records may be purged.

BY ORDER OF:

RICHARD T. MORRIS
Chief of Police

RTM:dld

CALEA Reference:
74.1.1