

DEPARTMENT GENERAL ORDER 98-5

CLAYTON POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

EFFECTIVE DATE: May 21, 1998
ORDER STATUS: Active

PROCESS SERVICE LOG

I. GENERAL.

A Process Service Log (Refer attachment) has been adopted by the department for use by sworn personnel. Data from various types of legal service shall be entered onto the Process Service Log by the officer serving the papers. Such data entry will be accomplished in a timely fashion and shall include:

Name of officer. Date. Time>
Type of legal service (arrest warrant/search warrant/subpoena/demand order/
order of protection).
Name of person served.
Service completed.
Address service attempted/completed.
Disposition of legal process document.

Completed Process Service Log sheets shall be attached to the Incident Report when the service performed involved arrest and search warrants. In those instances where service was in regard to demand orders, subpoenas, or orders of protection, the officer handling such service shall deliver the completed Process Service log to the Administrative Division. It shall then be the responsibility of the supervisor of that unit to enter same into an archival file. The service logs will then 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: 74.1.2