

GENERAL ORDER 74.1.1

Legal Service

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes procedures for the recording and filing of documents to expedite retrieval of records for follow-up or further action. Provides a system of recording an officer's attempts at delivering subpoenas or other legal documents.

DISCUSSION

The Springfield Police Department performs only criminal legal service. All civil legal service is performed by other agencies or individuals.

Citations and/or complaints are cross-referenced so that the information can be retrieved by means of case number or by the names of any of the parties to the action. The recording of attempted and actual service of legal documents furnishes proof of an officer's effort to deliver said documents to affected parties of an action. This Department only serves criminal subpoenas on behalf of the prosecution.

POLICY

I

Information regarding each item to be served shall be recorded including each of the following:

1. Date received.
2. Trial Date
3. Witness Name
4. Defendant Name
5. Issuing Court

Whenever a legal process document is served, the serving officer shall also record delivery. The record shall indicate date served, name of serving officer, to whom legal process document was served, and method of service, if not in person. Whenever a duplicate of the document exists, the duplicate shall be returned to the issuing authority.

These records are maintained in the electronic subpoena service spreadsheet.

II

Service of legal process documents outside the City limits of Springfield shall follow the same procedures as above unless otherwise instructed by a division commander.

Richard L. Lewis
Chief of Police