



# East Norriton Township Police Department

## GENERAL ORDER 2.7.1

### LEGAL PROCESS RECORDS

**Subject:**

Legal Process

**Issued Date:**

March 23, 2011

**Effective Date:**

March 23, 2011

**Revised Date:**

June 3, 2015

**PLEAC STANDARD Reference**

2.7.1

**Index Words**

Recording of Legal Process

**Legal Process**

It is the policy of East Norriton Township Police Department to execute and make record of the various legal processes carried out by its officers. This directive establishes procedures for recording and executing legal processes by Officers of East Norriton Township Police Department.

### 2.7.1 Legal Process Record

- A. The Department receives and serves traffic and criminal warrants, as well as some civil processes. Each time a legal process is received it shall be recorded by the PCO on the Police Department's "LEGAL PROCESS RECORD". The following information shall be listed in the record for each process:
1. Date the process was received,
  2. Type of process- Criminal or Civil,
  3. Nature of document,
  4. Source of document,
  5. Name of defendant, or complainant/respondent,
  6. Officer assigned,
  7. Date of Assignment,
  8. Court Docket/Warrant Number,
  9. Date of Service.
- B. Officers will not keep warrant(s) in their possession unless they are in the process of attempting to serve the warrant. Un-served warrants shall be placed on the Warrant Board, with an "Attempt to Locate" sheet by the end of the officer's shift.
- C. Upon request, Officers will assist the Montgomery County Sheriff's Department and Pennsylvania State Constables in the serving of other legal processes.

By order of:

A handwritten signature in cursive script, appearing to read "Brandon Pasquale".

Brandon Pasquale  
Chief of Police