



# East Norriton Township Police Department

## GENERAL ORDER 2.7.2

### RECORD OF EXECUTION OR ATTEMPTED SERVICE

**Subject:**

Legal Process

**Issued Date:**

March 23, 2011

**Effective Date:**

March 23, 2011

**Revised Date:**

June 3, 2015

**PLEAC STANDARD Reference**

2.7.2

**Index Words**

Record of Attempting Service

### 2.7.2 Record of Execution or Attempted Service

- A. When an officer serves a legal process, such as criminal or summary warrant, the officer who serves the warrant shall make an incident report (or supplemental report) indicating that the warrant was served. The following information shall be included in the report:
1. The date and time the service was executed/attempted,
  2. The name of the officer(s) executing/attempting service,
  3. The name of the person on whom the process was served/executed,
  4. Method of service/reason for non-service,
  5. The address where the execution occurred.
- B. In all cases where an officer serves or attempts to serve a criminal warrant the officer shall fill out the "ATTEMPT TO LOCATE". All appropriate information shall be filled in and the sheet shall be attached to the warrant until it is served.
1. Once served, the Attempt to Locate sheet shall be placed in the incident case folder, or scanned and attached to the report.

By order of:

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

Brandon Pasquale  
Chief of Police