

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	10.01
		Original Issue Date	Reissue/Effective Date
		11/17/20	12/8/20
Order Title: LEGAL PROCESS - RECORDS		Accreditation Standard: POSTC: 2.8.4, 2.8.5	Section
		10	
		Section Title	
		TRAINING	
Rescinds:		Rebeca Garcia, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this general order is to provide a written directive for Bridgeport Department personnel that establish guidelines for the accurate recording of the execution of all legal process documents.

II. POLICY:

It is the policy of the Bridgeport Police Department to establish procedures for the proper recording of information pertaining to all legal process documents, including maintaining records of the execution and attempted service of these documents.

III. DEFINITIONS:

Civil Process: Writs, summonses, mandates, or other process issuing from a court of law or equity pertaining to a cause of action of a civil nature. The term includes original, intermediate, and final process to be served by the agency in any action involving civil litigants. The term includes original, intermediate, and final process to be served by the agency in any action involving civil litigants.

Criminal Process: Writs, summonses, mandates, warrants, or other process issuing from a court of law compelling a person to answer for a crime. The term also includes process issued to aid in crime detection or suppression, such as search warrants.

IV. PROCEDURE:

A. Civil and Criminal Process Records and Information

1. The Department recognizes that the need for timely and accurate information involving legal process documents. Twenty-four (24) hour access to warrant information may be obtained by:
 - a. Requesting such information through the Emergency Operations Center
 - b. Direct inquiry by personnel through the COLLECT/NCIC computer interface
 - c. Searching through hard copies of warrants in the Department's Warrant Files located at the front desk.
2. A record shall be kept on all legal process documents. In addition to information that may be contained in narrative and supplementary reports, all officers are to document information involving the civil/criminal process on a form developed for this purpose.
3. The Shift Sergeant, or the officer obtaining/receiving the legal process document, shall be responsible for initially entering the following information into CAD and indicate in log notes that document was received:
 - a. Date/time received and forwarded to
 - b. Type of legal process, civil or criminal
 - c. Nature of the document
 - d. Source of the document
 - e. Name of Plaintiff/Complainant or name of Defendant/Respondent
 - f. Officer(s) assigned for service
 - g. Date of assignment
 - h. BPD Case Number and/or Court docket number, if known or applicable
 - i. Due date or expiration date of the service of the process

B. Recording the Service of Legal Process Documents

1. The Department shall attempt to serve outstanding warrants and/or other civil/criminal legal process documents in a timely manner, in order to increase the likelihood of apprehension. A record shall be kept on the execution or attempted service of all legal process documents.
2. Officers attempting to serve the document shall notify the Emergency Operations Center and be logged on the call through the CAD system. The officer will be responsible for filling out the back of the [Legal Process Tracking Form](#) for each service attempt. Information to be included on the form includes:
 - a. Date and time service was executed/attempted

- b. Name of Officer(s) executing/attempting the service
 - c. Name of person on whom the legal process was served/executed
 - d. Method of service/reason for non-service
 - e. Address of service/attempt
3. In addition to information that may be contained in the CAD entry or the police report, this form shall be updated as required for each subsequent attempted service by providing additional information that could be useful to others who may attempt to serve the document.
 4. Upon the document's execution, expiration, or if vacated by the court, the form shall be forwarded to the Records Unit for retention with the case file.