

<b>MESA POLICE</b> Department Policy Manual	<b>Process Servers - Civil Matters</b>	<b>DPM 1.7.10</b> Effective 01/04/2013
Approved by: <b>Chief of Police</b>	Chapter: Court Protocols	Page: <b>1 of 1</b>

## 1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines for receiving civil process subpoenas.

## 2. GENERAL

### 2.1 Procedure

- A. The process server appears in person at Teleserve.
- B. Member's residential address or phone number is not given out.**
- C. Process servers present proper identification.
- D. All matters concerning serving a member are conducted between 0700 and 1700 hours Monday – Thursday.
- E. Do not accept service on behalf of a member.**
- F. Contact PD Legal with any questions concerning civil process.

### 2.2 Member On-Duty

- A. Contact immediate supervisor.
- B. Immediate supervisor will make arrangements for member to be served.
- C. Location for service will be the most convenient for the Department.

### 2.3 Member Off-Duty

- A. Notify the server of member's duty days.
  - 1. If server cannot wait, attempt to contact member.
  - 2. If member can be contacted, arrange for member to be served at location suitable to member.
  - 3. Do not provide member's residential address or phone number to server.**
- B. If member cannot be contacted and the server cannot wait for the member's next duty day, refer the server to PD Legal.

### 2.4 Off-Duty Related Matters

- A. None of the above applies to off-duty related matters.