

	PARADISE VALLEY POLICE GENERAL ORDER Enforcement of Court Orders	Order Number
		74.1
		Date
		08-21-15

74.1 Enforcement of Court Orders

- A. Municipal police *officers* generally do not have the authority to enforce civil court orders other than those related to *domestic violence*, harassment and, in certain limited circumstances, child custody. Other civil court orders, such as judgments for damages, or eviction orders, *may* only be enforced by constables or deputy sheriffs. Any questions related to court orders *should* be referred to a *supervisor*.
- B. The Department is mandated by law to serve orders of protection issued by a municipal court if the order can be served within the Town and, by policy, serves injunctions prohibiting harassment upon the request of the Plaintiff. In addition, the Department is required to serve subpoenas on behalf of the Town's court.
- C. Reserved.
- D. All orders that must be served will be routed to the applicable on-duty patrol sergeant/officer for service. The sergeant will log receipt of the order and assign it to an officer for service. The serving officer shall complete the service, sign and complete the Certificate of Service form, and return it to the sergeant to be logged and returned to Records with any copies.
- E. If the order cannot be served, the officer shall return all paperwork to the on-duty patrol supervisor, who shall pass the paperwork onto the oncoming shift supervisor for service. If every reasonable attempt has been made to service the order, then the supervisor will return the paperwork to the Records Section.
- F. The Records Section shall send the Certificate of Service completed by the officer, along with any attached forms, back to the originating court. If the officer is unable to complete the service, the officer will note in an appropriate space on the Certificate of Service the dates of attempts and the reason for non-service. The Certificate of Service should contain (at a minimum) the following information:
 1. Date/time of service was executed/attempted.
 2. Name of Officers(s) executing/attempting service.



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3. Name of person on whom legal process was served.
4. Method of service/reason for non-service.
5. Address of service/attempt.

