



**Las Cruces Police Department
GENERAL ORDERS
FIELD OPERATIONS VOLUME 2
GO-288 CIVIL AND CRIMINAL PROCESS
Revised 7/26/2013**

288 CIVIL AND CRIMINAL PROCESS

PURPOSE

The purpose of this General Order is to establish guidelines and procedures for documenting the service of civil and criminal processes.

POLICY

It is the policy of the Las Cruces Police Department (LCPD) to document information regarding each item of legal process assigned to the department and maintain legal process files.

APPLICABILITY

This General Order applies to all commissioned employees. This General Order supersedes all previous versions.

288.01 PROCEDURES

- A. When a legal process is received by the department, including but not limited to arrest warrants, court orders, orders of protection and/or restraining orders, writs requiring seizure of real or personal property, and collection of fees the following information shall be recorded:
1. Date and time the legal process was received
 2. Type of legal process (civil and criminal)
 3. Nature of the document
 4. Source of the document
 5. Name of the plaintive/complainant or name of defendant/respondent
 6. Officer assigned for service/name of server
 7. Date of assignment
 8. Method of service/reason for non-service



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9. Date service is due
 10. Name of person for whom service was attempted
 11. Name of person for whom process was served
 12. Location/address of service or attempted service
 13. Date and time of service or attempted service and return
 14. Court docket number
 15. LCPD case number(s)
- B. All attempts to serve a legal process shall be documented on the cover sheet attached to the legal process. Once a legal process is served, a report shall be made documenting the service and the original cover sheet returned to the issuing court.
- C. The return of service page and cover sheet of a legal process shall be returned to the issuing court once a legal process is served prior to going off-duty.
- D. If a legal process cannot be served by the court set date, the return of service with “UNABLE TO SERVE” box checked shall be returned to the issuing court with the cover sheet documenting the service attempts.