

COLUMBUS POLICE DEPARTMENT



General Order 74: Legal Process

CALEA Standards: 74.1.1
Replaces: General Order 74 effective February 23, 2016
Effective date: December 19, 2017

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Definitions

1. Criminal Process

Those 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.

2. Civil Process

Those 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.

3. Legal Process

Any item of civil or criminal process, whether original, intermediate, or final that is valid on its face and is to be served or executed by the law enforcement agency (i.e. arrest warrants, search warrants, summons, subpoenas, protective orders, etc.).

74.1 Records

74.1.1 Information, Recording

Each item of legal process will be recorded in a log maintained in the Record's Division. The Detective Division and Narcotic's Division may maintain their own log. The following will be noted:

- A. Date and time received;
- B. Type of legal process (civil or criminal);
- C. Nature of document (type);
- D. Source of document (court, judge, prosecutor, lawyer, clerk);
- E. Name of plaintiff/petitioner and defendant/respondent;
- F. Personnel assigned to serve the legal process;
- G. Date of assignment;
- H. Court cause number;
- I. The date service was made; and
- J. The department's report number, if applicable

Acceptance by Columbus Police Department Captain's Board:

Date: _____

Jonathan L. Rohde, Chief

Attest:

Matthew Todd Harry, Deputy Chief

Sandy LaBarbera, Chief's Secretary

Michael Richardson, Uniform Captain

Brian Wilder, Administrative Captain

Acceptance by Columbus Board of Public Works and Safety:

Date: _____

Jim Lienhoop, Mayor

Attest:

Mary Ferdon, Member

Luann Welmer, Clerk-Treasurer

John Pickett, Member

Jim Strietelmeier, Member

Brenda Sullivan, Member


Acceptance by Columbus Police Department Captain's Board:


Date: 12-18-2017


Jonathan L. Rohde, Chief

Attest:


Matthew Todd Harry, Deputy Chief

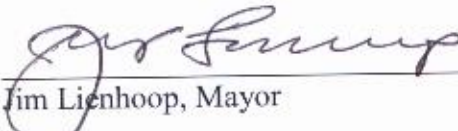

Sandy LaBarbera, Chief's Secretary


Michael Richardson, Uniform Captain



Brian Wilder, Administrative Captain

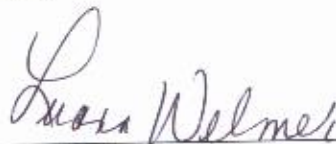
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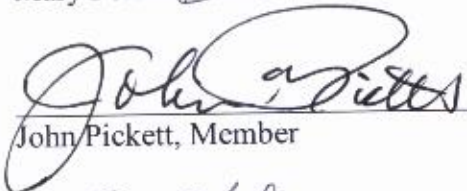
Date: 12/19/2017


Jim Lienhoop, Mayor

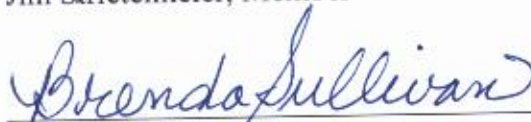
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