

## **2.7.1 Recording of Legal Process**

### **I. POLICY**

It is the policy of the Johnstown Police Department that all personnel comply with the provisions of this general order.

### **II. PURPOSE**

This general order is to establish guidelines for police officers executing the criminal process in accordance with the Pennsylvania Rules of Criminal Procedure.

### **III. PROCEDURE**

- A. The Johnstown Police Department serves traffic and criminal warrants. All legal process documents are recorded in such a way that easy reference and retrieval is possible. Warrant file is located in the Records Department and warrant sheet should contain the following information:
  - 1. OTN#
  - 2. Subject Name
  - 3. Date Filed
  - 4. Issuing Authority
  - 5. Issuing Department
  - 6. Date Removed
  
- B. All warrants should be given to the records clerk so that they may be properly entered into the Record's Management System and the hard copies filed for easy reference and retrieval.
  - 1. Exceptions may include, but not limited to a warrant issued to the Detective Bureau.
  
- C. Officers should not keep a warrant in their possession unless they are in the process of attempting to serve the warrant. Un-served warrants shall be returned to the warrant file by the end of the officer's shift.
  - 1. Exception may include, but not limited to the Detective Bureau.

**2.7.1 continued**

D. Upon request, the Johnstown Police department will assist an outside law enforcement agency in the serving of their legal documents.

Effective Date:

Date: March 16, 2007

By Order Of:

Craig Foust  
Chief Of Police