

2.7.2 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. When any warrant is served or service is attempted a supplemental report to that incident will be completed and include:
 - 1. Date and time service was executed or attempted.
 - 2. Name of Officer serving.
 - 3. Name of person being served.
 - 4. Address of service.
 - 5. Method of service.
 - 6. Reason for non-service.

- B. When an arrest is made on a warrant service, the incident report will be completed in the records management system and the related warrant record shall be checked as served in the hard copy file and taken out of the computer. If the Johnstown Police entered the warrant into CLEAN OR NCIC, then the record is to be cancelled.

Effective Date:

Date: March 16, 2007

By Order Of:

Craig Foust
Chief Of Police