

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Criminal and Civil Process Recording		CHAPTER/SECTION NO.: 50.1	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 74.1.1			

50.1 Policy

50.1.1 Warrants

- A. Warrants from Weber County Justice Court and the District Court will be entered into the statewide warrants system by the court clerk.
 1. Retrieval of the warrant information is available from BCI using the subject's name and date of birth, court number, or warrant number.
- B. Warrants will remain active until served or recalled by the issuing court.
- C. Deputies of the Weber County Sheriff's Office will normally serve warrants if, while in the course of their duties, they find that persons whom they are dealing with have warrants of arrest issued against them. Or, after an investigation, the Weber County Sheriff's Office has obtained an arrest or search warrant from a court of jurisdiction.

50.1.2 Summons/Order to Show Cause (OTSC)

- A. Summons/OTSC which are normally received from Weber County Attorney's Office or the District Court are received by an Office Civil Section office specialist and entered into the Office central computer.
- B. Information entered will reflect the following:

1. Date and time received,
 2. Type of legal process, civil or criminal
 3. Nature of document
 4. Source of document
 5. Name of plaintiff/complainant or defendant/respondent
 6. Deputy assigned, if known at the time of entry (will be included with service worksheet)
 7. Date of assignment, if known (will be included on service worksheet)
 8. Court case number
 9. Date service is due, if applicable
- C. After the summons/OTSC has been entered, the office specialist will forward the summons to the proper process server for service.
- D. Once the summons/OTSC has been served or was unable to be served the deputy will return the service worksheet to an available office staff who will then enter the return information into the computer and return it to the issuing court or county attorney.

50.1.3 Protective Orders

- A. Protective orders are issued and entered into the court system by the District Court clerk. The orders may be served by the Weber County Sheriff's Office Civil Section or any local law enforcement agency.

50.1.4 A Proof of Service is required for recording with the district court.

50.1.5 Information on protective orders may be retrieved in the sheriff's Office computer/records system under the Weber County case number or by name of the respondent or petitioner.

50.1.6 Protective orders will remain in effect until recalled by the issuing court or expiration of the order.