

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Record of Attempt to Serve		CHAPTER/SECTION NO.: 50.2	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>** See Master File Sheriff</u></b>	
STANDARD NUMBER: 74.1.2			

## 50.2 Policy

### 50.2.1 Criminal Summons/Order to Show Cause(OTSC)

- A. Upon receipt of a criminal summons/OTSC, the Civil Section office specialist will enter the data into the Sheriff's Office central computer.
- B. Individuals working summons/OTSC will document attempts to serve the summons (e.g. telephone contact, attempt to locate defendants, or attempt to serve the summons), on the service worksheet. The worksheet and/or Summons will be returned to the Civil Section Office Specialist when service or attempts are completed. Service worksheets will include the following:
  1. Date and time of service
  2. Name of deputy executing/attempting service
  3. Name of person on whom service was served/executed
  4. Method of service, reason for non-service
  5. Address/location of service/attempt

### 50.2.2 Warrants

- A. Warrant Service Priorities
  1. The priority of effort for execution of arrest warrants will normally be as follows:

- a. Defendant has multiple warrants.
  - b. Offense for which the warrant was issued involves allegations of physical violence.
  - c. Warrant was issued for defendant's failure to appear in court.
  - d. Other warrants.
- B. Weber County warrants issued by the Justice Court and District Court are legal throughout the State of Utah, and may be served by any law enforcement agency in the state.
  - 1. Warrants received by this office for persons living outside Weber County will be returned to the court to be sent to the agency of appropriate jurisdiction for service.