WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Record of Execution or Attempted Service		**Policy # 2.7.2**
Accreditation 2.7.2		
Effective Date: November 11, 2009	**Revised Date: April 11, 2013**	
By Authority Of: Chief A. Dale Mabry	**Signature:**	

2.7.2 RECORD OF EXECUTION OR ATTEMPTED SERVICE

A. When an officer serves a legal process, such as criminal warrants and summary warrants, the officer who serves the warrant shall make an incident report or supplemental report to an existing report indicating that the process was served. Included in the incident report shall be, at least, the following information:

1. The date and time service was executed/attempted
2. The name of the officer(s) executing/attempting service of the warrant.
3. The name of the person on whom the process was served/executed
4. Method of service/reason for non-service
5. The address where the service/attempt occurred.