WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Legal Process Records		Policy # 2.7.1
Accreditation 2.7.1		
Effective Date: November 11, 2009	Revised Date: March 28, 2022	
By Authority Of: Chief Michael A. Kelly	Signature: Michael A. Kelly	

2.7.1 LEGAL PROCESS RECORDS

A. POLICY:

It shall be the policy of the West Norriton Township Police Department to adhere to the provisions of this general order.

B. PURPOSE:

The purpose of this general order is to provide guidelines for the legal process when dealing with legal processes issued by magisterial courts or courts of record when dealing with criminal or civil cases.

C. LEGAL PROCESS RECORDS

1. Each time any type of legal process, such as a warrant or PFA, is received by the West Norriton Township Police Department it shall be available in an incident report and/or on a copy of the legal process. The following information shall be available for each process:

   a. Date and time process received
   b. Type of process - Criminal or Civil
   c. Nature of document
   d. Source of document
   e. Name of defendant/respondent, or plaintiff/complainant
   f. Officer assigned
   g. Date of Assignment
   h. Court Docket Number, warrant number or other identifying number
   i. Date service is due or date of service