

BATON ROUGE POLICE DEPARTMENT

General Order
No.215

Effective Date
05-01-1997

Revised Date
05-01-2001

Subject: Legal Process

Reviewed 9/1/16

PURPOSE

The Baton Rouge Police Department serves criminal process within the city limits of Baton Rouge. The service of civil process is not a function of the department. This directive sets forth the procedures for documenting the receipt and service/attempted service of criminal process.

I. Legal Process

- A. The following legal processes may be served by sworn members of the Department:
 - 1. Arrest warrants.
 - 2. Search warrants.
- B. All attempts to serve warrants, whether successful or not, will be documented. This may be done by submitting a supplemental report to the original offense report, or on the warrant itself or both. The following information will be recorded, if known:
 - 1. Date and time received.
 - 2. Type of warrant.
 - 2. Nature of warrant.
 - 3. Source of warrant (Court/Judges name).
 - 4. Names of complainant and/or defendant.
 - 5. Officer's name.
 - 6. Date of assignment.
 - 7. File number.
 - 8. Effective dates of the search warrants.
- C. Once a legal process is served, the following information will be recorded:
 - 1. Date and time service was executed/ attempted.
 - 2. Name of officer(s) executing/attempting service.
 - 3. Name of person on whom legal process was served/executed.
 - 4. Method of service/reason for non-service.
 - 5. Address of service/attempt.