

**MARIN COUNTY SHERIFF'S DEPARTMENT  
PATROL POLICY AND PROCEDURE MANUAL**

**CHAPTER- 3-CIVIL CODE  
PAT-03-03  
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**DATE:  
November 7, 1997  
Rev: 11/07/97**

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**CIVIL SERVICE PROCESS**

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**POLICY**

It shall be the policy of this Office that all Civil Service processes assigned to the Patrol division be efficiently tracked and expeditiously served.

**PROCEDURE**

When a Civil Service Process is assigned to the Patrol Division for service, the following procedure will be implemented:

- Civil Division Clerk will hand deliver the civil process with the trip ticket to the Communications Division Dispatch Supervisor.
- A Communication Dispatcher will create an event number entering the person's name and address, along with the file number, on the trip ticket. The dispatcher will write the event number on the trip ticket and then place the process into the Patrol message out box adjacent to the Law Dispatcher.
- The Patrol supervisor will deliver the civil process to the assigned beat deputy for service.
- The beat deputy will attempt service as follows: **10:7 Papers on number (give the event number.)**
- The dispatcher will re-open the event number and log the attempt service accordingly. If the beat deputy serves the process, the event number will be closed as served. The beat deputy must inform the dispatcher, **10-8 served**. The beat deputy, through normal channels will route the trip ticket back to the Civil Division.

To track the Civil process assigned to the Patrol Division, you will need to either give the Communications Division Dispatcher the assigned event number or the address and date the trip ticket was delivered to Communications.

**RELATED STANDARDS:**

**AFFECTED DIVISIONS:** Civil Division, Communication Division and Records Division

**DATE OF REVISIONS:** 11/07/97

**By order of:**

**TOM MCMAINS, CAPTAIN  
BUREAU OF FIELD SERVICES**