
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

SUBJECT: Municipal Court Summons Service

ORDER NUMBER: 70.02
ISSUED DATE: 08/26/2011
EFFECTIVE DATE: 08/26/2011
RESCINDS: 70.2 issued 04/02/2004

REFERENCE: CALEA Ch. 74

CROSS REFERENCE:

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I. PURPOSE

- A. To establish Department policy regarding the handling of Unified Government Municipal summons service by officers.

II. MUNICIPAL PROCESS

- A. The Clerk of the Municipal Court may request this Department to serve misdemeanor summonses.
1. No other service of process shall be attempted by any officer without prior approval of the Chief of Police. Such process is addressed in General Order 70.3, Civil Court Orders.
- B. All such service of a summons will be hand delivered by sworn law enforcement officers to the individual named within the summons. (KSA 12-4207)

III. FIELD OPERATIONS BUREAU RESPONSIBILITY

- A. All service requests are only made through the office of the Operations Bureau by the Clerk of the Municipal Court.
1. The office of the Operations Bureau will develop permanent records of any such request. The minimum information for such record and entry shall consist of the following:
 - a. Date and time received
 - b. Type of legal process (summons)
 - c. Nature of document
 - d. Source of document
 - e. Name of the subject of the summons
 - f. Division Commander and officer assigned responsibility for service
 - g. Date of assignment
 - h. Court docket number
 - i. Date service due

j. Date of service

k. Location of service

- l. The record entries should be capable of cross reference so that the information can be retrieved by means of the court's assigned number or the subject's name as well as date of service action.

D. Any arrest associated with the service of a summons will follow established Department arrest procedures.

E. The Office of the Operations Bureau will record the request for service and forward the request to the appropriate Division Commander for assignment.

IV. FIELD OPERATIONS SERVICE PROCEDURE

- A. The assigned officer (or officers) will document a minimum of five (5) service attempts within a period not to exceed ten (10) days from date of issue. Each attempt will be documented on an investigative report. Officers will use the same complaint number as the original offense report (it is on the summons). The documentation for each attempt will include:
1. Address where the service was attempted.
 2. Date.
 3. Time.
 4. Name of officer who attempted service.
 5. If applicable, the reason that it was not successfully served.
 6. Any unusual occurrence surrounding the service.
- B. If service is accomplished, all accompanying paperwork will be returned to the Division Commander. The Division Commander will direct the report back to the office of the Operations Bureau to be filed.
- C. After five (5) attempts, or if information has been developed to lead the officer to believe service is impossible, the summons and accompanying paperwork will be returned to the Division Commander with the specific reason that the officer believes that service is impossible documented.
1. The Division Commander may determine that more attempts are warranted or return the summons and all accompanying paperwork to the office of the Operations Bureau.