


POLICY 103.7	CIVIL SERVICE OF PROCESS ON MEMBERS (Non-work related)	
	REVISED: (NEW) 10/00, 06/10	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 10/00, 06/10

A. PURPOSE

The purpose of this policy is to inform Department members of the proper manner and proper circumstances for accepting civil service of process in non-work related cases.

B. POLICY

It is the policy of the Fort Lauderdale Police Department to provide a proper environment for the acceptance of civil service of process as prescribed by State law.

C. CIVIL PROCESS [§48.031 (1)(b) Fla. Stat.]

1. Any member who is contacted by a process server under these circumstances shall immediately contact a supervisor who will be responsible for providing a private area for the execution of process.
2. Department members, when contacted by an individual authorized to make service of process on another Department member in non-work related cases, shall permit the authorized individual to make service on employees in a private area designated by an on duty supervisor.