

Basic Training Module Specifications

Functional Area: III. Detention and Prosecution

Subject Area: C. Civil Process

Module Title: 1. CIVIL PROCESS

Hours: Not less than 1 hour

Notes to Instructor:

Module Objectives:

III.C.1.1. Determine Validity of Civil Process.

- a. Inspects the:
  - (1) seal;
  - (2) signature;
  - (3) jurisdiction of court (i.e., juvenile court or in probate and juvenile matters);  
and
  - (4) expiration date.

III.C.1.2. Enforce a Court Issued Order (e.g., Writs).

- a. Reads the court order to determine what actions are necessary to enforce it and to ensure it is valid (e.g., ensures that signature of judge is present, that court seal is present, etc.).
- b. Locates the subject or property specified in the court order by traveling to residence, checking with witnesses, talking with family or employer, using LEIN, using arrest cards.
- c. Explains the nature of the court issued order and the required procedures to the subject.
- d. Executes order according to department and court policies and procedures and state statutes.

III.C.1.3. Serve Probate Orders (e.g., Persons Requiring Treatment, Juveniles, Adult Offenders).

- a. Inspects probate order to ensure that it is valid (properly signed and sealed).

III.C.1.3. Serve Probate Orders (e.g., Persons Requiring Treatment, Juveniles, Adult Offenders) (continued).

- b. Locates the person to be served with probate order by traveling to residence, checking with witnesses, talking with family or employer, using LEIN, using arrest cards.
- c. Verifies identity of the person to be served by requesting identification from the person or asking family, employer, and/or witnesses to identify the person.
- e. Explains the purpose of the probate order to the person being served and the procedures for handling it.
- f. Arrests the person on the probate order by:
  - (1) advising the person that he/she is under arrest, and
  - (2) taking the person into physical custody.

**Module History**

Reviewed 9/21