

# Civil Process Deputy Field Training – Department Policies, Procedures, and Operations (General Civil Process Deputy)

## Civil Process Deputy

In conjunction with completing basic training, the civil process deputy must identify requirements related to their employing agency, and community resources and agencies. Expected performance outcomes are to be identified and discussed in accordance with agency policy, and demonstrated when required below:

2.1. Identify and discuss procedures for handling violations of professional, ethical, or legal standards of conduct by fellow deputies.

2.2. Identify and discuss the procedure for obtaining assistance for communicating with various cultural backgrounds or with various disabilities.

2.3. Identify and discuss types of Civil Process paperwork.

2.4. Identify, discuss, and demonstrate the execution of various documents.

2.5. Identify and discuss types of service:

2.5.1. Personal service

2.5.2. Posted service

2.5.3. Family member

2.5.4. Person in charge

2.5.5. Business

2.6. Identify and discuss the eviction process.

2.7. Identify and discuss the eviction procedures to be followed in the case of the following circumstances:

2.7.1. Inclement weather.

2.7.2. Plaintiff request for postponement or cancellation.

2.7.3. Defendant files Motion to Rehear.

- 2.7.4. Bankruptcy.
- 2.7.4. Presence of unattended animals.
- 2.7.5. Presence of illegal items or evidence of a crime (drugs).
- 2.7.6. Nearest public right of way; out of deputy sight.
- 2.7.7. Confiscation of tenant's property.
- 2.7.8. Disposition of hazardous materials which are not placed to the curb.
- 2.7.9. Defendant is ill, has no place to go, intoxicated, distraught, combative, etc.
- 2.8. Identify and discuss the procedures for eviction when an outstanding warrant exists.
- 2.9. Identify and discuss the levy process.
- 2.10. Identify and discuss how to execute a Writ of Fieri Facias.
- 2.11. Identify and discuss the time requirement for return for various papers.
- 2.12. Identify and discuss responding to an active shooter situation.
- 2.13. Identify and discuss the procedures when a person refuses to vacate and/or encounter a barricaded situation.