7-02/020.20 Executed Court Orders

Any Transportation Bureau Deputy assigned to execute a court order shall, upon completion of the required service, stamp the court order with the "Executed" stamp (Appendix V) which is maintained at the front desk. The assigned Deputy shall then fill in the date, his/her name, and employee number on the stamped court order, and place the executed court order in the tray located in the Watch Sergeant's Office.

The Watch Sergeant shall, during the processing of all executed and continued court orders, separate the executed court orders, verify their proper completion, then forward them to the Captain's secretary for filing.

Executed court orders shall be maintained on file for a period of six months, after which they shall be destroyed.