6-35/115.00 Field Responsibilities

Any necessary field responses, as requested by the originating office, shall be the responsibility of the serving office's field deputies (i.e.: welfare check, on-site problem resolution, cash pick up, locksmith dispatch, etc.). If monies are collected from the keeper, the deputy shall verify the amount and sign the keeper's copy of the receipt and return the funds and receipt to the office supervisor or designee.

From time-to-time, the serving office's field supervisor or designee should stop by the location and ensure the well-being of the keeper. At such time, a review of his inventory should be performed, and the original, if completed, shall be delivered to a originating office. This would be a good opportunity to evaluate the keeper's ability to perform his duties as a keeper.

• 6-35/115.10 Creditor Spotter

It may be necessary for the litigant or his agent to come to the location in order to identify property to be seized. In this event, the field supervisor or designee shall respond to the location and meet the person at a removed location. Under no circumstance shall the individual be allowed on the property before the field personnel arrives.

• 6-35/115.20 Business Keys

When notified by office personnel that, due to the failure of the defendant to provide a key to the location, a locksmith must be dispatched to make a key, the field supervisor or designee shall coordinate the dispatch of the locksmith and meet him at the location to prevent any problems.