Salisbury University Police Department
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 ALL ENTRIES MUST COMPLY WITH METERS/NCIC STANDARDS AND CONTAIN CAUTIONS, APPLICABLE TO
THE CHARGING DOCUMENT AND AS THE CRIMINAL HISTORY OF THE WANTED PERSON DICTATES.

74.1.2 Record of Service of Documents

 Whenever an officer serves or attempts to serve an item of legal process, a record on the execution and
attempted service of legal process documents is maintained and includes the following:

 A. Date and time service was executed or attempted;
 B. Name of officer executing/attempting service;
 C. Name of person to whom legal process was served/executed;
 D. Method of service or reason for non-service; and
 E. Address of service/attempt.

 Officers attempting service on any legal document shall notify Communications Center personnel, via the
radio, of his/her location and whether service was successful.

 Refer to 1.2.1

 All of the above information will be documented by the police officer attempting service on the SUPD
Legal Process Tracking form 014. This form will be held in the file with a copy of the original legal document
(arrest/bench warrant, criminal summons, etc) if served. If the legal process is unable to be served, SUPD form 014
will remain with the original arrest/bench warrant.

74.1.3 Procedures for Maintaining a Warrant and Wanted Persons File

 It shall be the responsibility of this department for entry and maintenance of all University Police
Department warrant documents in an accurate, timely and complete manner. SUPD personnel will adhere to NCIC
policies and procedures. The department will not enter warrants for other agencies.

A. Upon receiving a warrant, the PCO will complete SUPD form 014 ʹ
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METERS/NCIC entry upon approval of extradition with identified parameters. Hit confirmations
of any wanted persons who are located by UPD officers will be handled in accordance with
METERS/NCIC policies. The Patrol Commander will be responsible for extradition arrangements,
as necessary.

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K. Officers who receive a subpoena to testify in any court proceeding will retrieve a copy from the
Administrative Assistant who shall ensure that each officer acknowledges receipt of his/her
respective subpoena by signing and returning SUPD form 082 to the Administrative Assistant.

74.2 Civil Process

74.2.1 Service of Civil Process Documents

 University Police Officers do not handle or serve civil process orders issued by the judicial system. Service
of these documents is ŚĂŶĚůĞĚďǇƚŚĞtŝĐŽŵŝĐŽŽƵŶƚǇ^ŚĞƌŝĨĨ͛ƐKĨĨŝĐĞ͘

 The Education Article §26-102 of the Maryland Annotated Code authorizes the President of Salisbury
University, or any person designated in writing by the President of Salisbury University, to deny access to the
buildings or grounds of Salisbury University to any person who:

A. Is not a bona fide, currently registered student, or staff or faculty member at the institution and
 who does not have lawful business to pursue at the institution;
B. Is a bona fide, currently registered student at the institution and has been suspended or expelled
 from the institution, for the duration of the suspension or expulsion; or
C. Acts in a manner that disrupts or disturbs the normal educational functions of the institution.

 The President of the University has designated in writing that the Chief is authorized to deny access to
persons as established in Education Article §26-102. Under this authority, the Chief may elect to issue a written
no-trespassing notice.

 Trespass notices will be sent via certified U.S. mail or hand-delivered to the individual by a UPD officer.
If hand-delivered:

 A. One copy is given to the individual;
B. A second copy will be signed by the individual; acknowledging receipt of the copy. This signed
 copy of the Trespass Notice will be forwarded to the Administrative Assistant who will maintain a
 file of original trespass notices; and
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 Requests for trespass notices may also be made by the Office of Student Affairs. When the request to
trespass an individual originates with the Office of Student Affairs, and the Chief issues the notice, a signed copy of
the trespass notice will also be forwarded to that office. Students who receive a trespass notice that was issued at
request of the Office of Student Affairs may file an appeal with the Office of Student Affairs.

 The Administrative Assistant will forward a list of all persons who receive a trespass notice to the Police
Communications Center which can be accessed in the event these persons are located on university property.
Trespass notices are then placed in the appropriate module of the records management system by the
Administrative Assistant.