

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 260-P

REFERENCE STANDARDS:

SUBJECT: Request for Service Form

POLICY: It is the policy of the Police Department to assist the other entities of the Village of Hanover Park's municipal complex in the service of its complaints.

PURPOSE: To eliminate the need to complete an incident/offense report when serving complaints for Community Development.

I. COMPLETION OF FORM (Appendix A)

- A. The Request for Service form is to be completed:
 - 1. When service of the complaint is successful.
 - 2. When service of the complaint is unsuccessful.
- B. The first person assigned to attempt service will obtain a case number from DU-COMM and write it in box 89 in the lower right-hand corner.

II. DISTRIBUTION OF FORM

- A. A successful Request for Service form will be distributed as follows:
 - 1. The original form, when completed, will be forwarded to the Records section.
 - 2. A photocopy of the completed form will be returned to the Community Development Department.
- B. An unsuccessful Request for Service form will be distributed as follows:
 - 1. The original form will be forwarded to the Records section.
 - 2. A photocopy of the completed form with all copies of the complaint will be returned to the Community Development Department.
- C. The Records section will enter all necessary information in CJIS and file the original form.

2. UCR Code	3. Status
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Date: _____

To: Code Enforcement Supervisor

From: _____ Inspector, Community Development Dept.

Please have the attached complaint served to the defendant indicated and have the proof of service completed.

Complaint Number: _____

Defendant's Name: _____

Location for service: _____

Court Date: _____

A **copy** of this form must be returned to the Inspector **prior** to the court date.

PROOF OF SERVICE BY DELIVERY

I, _____ on oath state that on
Name, #

_____ I served the above complaint
Date, Time

Personally to _____
Name – Physical Description

at _____

Signed and sworn
to before me this
_____ day of _____, 20_____

Notary Public

If unable to serve prior to the court date, complete and return to the Inspector
Reason: _____

Date: _____ Officer: _____

Appendix A/DIR 260-P

Original of this form substitutes for Police Department Incident/Offense Report	89. Complaint Number
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