

12.4 Writs and Other Legal Papers

12.4.1 Generally

The Sheriff is an officer of the court and is tasked with serving and executing its edicts. Orders from the court come in the form of writs and other legal papers. A “*writ* includes a warrant, process, or summons” (see *Courts and Judicial Proceedings*, Article 2-101, Annotated Code of Maryland). Maryland Rule 1-202, goes on to state that, “process means any written order issued by a court to serve compliance with its commands or to require action by any person and includes a summons, subpoena, an order of publication, a commission or other writ.” Only sworn employees will serve or execute legal process.

12.4.2 Written Directives

Bureau commanders are collectively responsible for promulgating and enforcing written policies and procedures governing the service and execution of legal process routinely assigned to units in their respective bureaus. These written directives will be consistent with the guidance given in Chapter 7.1, *Written Directive System*, in this General Orders Manual, and should primarily be in the form of Standard Operating Procedures. Redundancy should be avoided between bureau directives.