

	POLICY & PROCEDURE	SERIES # <b>646</b>	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	<b>ISSUANCE OF UNIFORM SUMMONSES FOR USE BY PRIVATE SECURITY COMPANIES</b>		<b>12/7/94</b>
	DISTRIBUTION		OVERSIGHT
<b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS		<b>Support Services</b>
	P&P # 638 dated 2/27/87		

I. PURPOSE:

To provide guidelines for the issuance of summonses for use by private security companies.

II. POLICY:

In compliance with VA State Code § 19.2-74B and § 54.1-1907, the Hampton Police Division will provide Virginia Uniform Summonses for use by private companies on property they are contracted to protect within the Hampton City limits.

III. PROCEDURE:

- A. Only blank summonses, which are not marked with Hampton Police Division identifiers, will be issued to said companies.
- B. These summons books will be maintained in the Central Records Section.
- C. To obtain a book of summonses, a supervisor or company officer from the business must present a letter requesting summonses to a Central Records Supervisor. The letter must be on company stationary or have the company name, address, and telephone number clearly listed. The company representative must also produce either a copy of the Business' current Criminal Justice Services Registration or current "appointment" credentials for Conservators of Peace (19.2-13) and proof of a valid Hampton business license, where applicable.
  - 1. No more that two books of summonses will be issued at a time.
  - 2. The company assumes responsibility for all summonses in each book. Care should be taken to avoid loss or theft of the summonses. In case of loss or theft, the Hampton Police Division should be notified immediately.
  - 3. Each individual summons must be permanently marked or stamped with the business name prior to the representative's departure from Central Records.

APPROVED:  
CHIEF OF POLICE



- 4. Any representative having questions or concerns should contact a

Central Records Unit supervisor during normal business hours.

5. A copy of this policy shall be given to each company representative when the summons books are issued.
- D. All summonses issued in Hampton by company employees will be delivered in person to the Division Central Records office on the next business day to insure timely processing and delivery to the appropriate Court.
1. Only summonses issued in Hampton will be accepted by the Records and Warrant Section for processing.
  2. Blank Uniform Summonses obtained elsewhere may be utilized in Hampton, provided they are properly identified and completed by the security company.
  3. All summonses should be filled out completely. If a section does not apply, then an “X” or “N/A” should be utilized in that section. Do not mark the section allowing prepayment.
- E. The security company will be responsible for issuance of summonses with the appropriate date, time, and courtroom. Any questions in this regard will be referred to the Clerk of General District Court.
- F. The Division’s Central Records Unit will maintain a list of companies which have been issued summonses. A copy of this list will be provided to the Operations Commanders and the Communications Unit.

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