

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.29	PAGES: 1 of 1
	RELATED ORDERS: CCP 415.20b, 415.30 P.C. 4013	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 30, 2010	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Service of Civil Process on Inmates	

- I. **PURPOSE:** To set policy and procedure for serving civil process on inmates.

- II. **POLICY:** Staff will receive and serve all legal process that complies with Section 4013 of the Penal Code (PC) and Section 415.20b of the Code of Civil Procedure (CCP) for inmates.

- III. **PROCEDURE:**
 - A. A private process-server or any other person attempting to serve civil process upon an inmate at the Glenn E. Dyer Detention Facility (GEDDF) or the Santa Rita Jail (SRJ) must appear at the counter in the Reception Lobby/Control Point (CP)-11.

 - B. The clerk shall determine if the inmate is in the facility, before notifying the Intake, Transfer and Release (ITR) Sergeant. The ITR Sergeant will send a deputy to check the server's identification, ensuring he or she is over 18-years old and not a party to the action (except on subpoena service, which may be served by any person).

 - C. The deputy shall accept the papers for the inmate per Section 415.20b CCP (Substitute Service). The civil paper must be delivered to the inmate at the earliest opportunity, with a notation showing the time and date they were initially served upon the deputy accepting service. Failure to comply with this procedure in a timely manner will subject the Sheriff to liability for any damages suffered by the inmate.

 - D. Under no circumstances will civil process be accepted by mail. Civil process received by mail will be promptly returned to the sender, with a notation that Section 4013 PC and Section 415.20b CCP have not been complied with. The sender should be advised they have the option of providing their own process-server or forwarding the process to the Sheriff's Civil Office.

 - E. If civil process is received by mail addressed to an inmate in custody, it should be delivered the same as any other personal mail and it is the inmate's responsibility to take appropriate action.