

# COUNTY OF CHESTER



# CONSTABLE HANDBOOK



COURT OF COMMON PLEAS OF CHESTER COUNTY

15<sup>TH</sup> JUDICIAL DISTRICT OF PENNSYLVANIA

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March 18, 2005

Constable Committee Members and Chester County Constables:

This handbook, and the advancement in the use and professionalism of the corp of constables it represents, is the product of thousands of hours of thought and hard work. Recognition is due to the four leading lights who were the mainstays throughout the project and to whom it owes its success: District Justice Chester F. Darlington, Patricia Norwood-Foden, Terri Clark and Glenn Markley. At the same time, we applaud the very valuable contribution of the other Constable Committee members, and commend the committee for a job well done.

I congratulate the Constables themselves and our County Commissioners, Donald A. Mancini, Carol T. Aichele and Andrew E. Dinniman, for having the courage to recognize the need for reform, and for taking the difficult action required in such a cooperative manner. It has been a pleasure to work with the Constable Committee, the Constables and the Commissioners. As we have said, "It is a work in progress", and I look forward to continuing this cooperative effort.

Very truly yours,

  
Howard F. Riley, Jr.

HFRjr/hos

# Acknowledgement

The Constable Handbook Committee would like to thank President Judge Howard F Riley, Jr. for his commitment and leadership to undertake the challenge to improve the use, proficiency, professionalism and the proper payment of Chester County Constables.

The approval and implementation of this handbook by Chester County Commissioners Carol Aichele, Dominic Mancini and Andrew Dinniman is recognition of their insight and willingness to solve the complex constable issues.

I want to personally thank each individual member of the Committee for his or her many hours and months of work.

Your individual knowledge and effort has collectively produced a document, which, while still a work in progress, is a great foundation and guide for the future, which is not found in other Counties.

A special thanks to Terri Clark, Glenn Markley and Patricia Norwood-Foden.

A handwritten signature in black ink that reads "Chester F. Darlington". The signature is written in a cursive style with a large, prominent initial 'C'.

Chester F. Darlington, Chairman

Handbook Committee Members:

District Justice Chester F. Darlington, Chairman  
Capt. Joseph Carbo, Sheriff's Department  
Terri Clark Controller's Office  
Dave Cox, Constable  
Chief John Dumond, Chester County Police Chiefs Association  
Glenn Markley, Constable  
Patricia Norwood-Foden, District Court Administrator  
Shawn D. Riley, Director Warrant Enforcement Bureau  
Hon. J. Peter Winther, District Justice

*December 2004*

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**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**CONSTABLE**  
**Purpose, Policies and Procedures**

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# Constable Purpose, Policies and Procedures

## I. Purpose:

The Purpose of this handbook is to establish uniform guidelines and procedures to improve the use, proficiency, professionalism and proper payment of Chester County Constables. Failure to comply with the handbook may result in sanctions that include written reprimands up to and including termination of the County contract.

## II. Constable History: Background-Duties and use in Chester County:

The Courts need not only administrative staff to complete their function, but a means to have documents served and orders enforced.

That mechanism for the Court of Common Pleas is the use of the County Sheriffs. It is the Constables for the Magisterial District Courts.

Constables are elected in each municipality with Deputies appointed to assist the Constable. The President Judge appoints deputies. They serve at the pleasure of the elected Constable who sponsors them.

The election, appointment, qualifications, duties, compensation and fees for Constables and Deputies are regulated by Statute, which can be found in Title 13 P.S.

Additional statutory information may be found in Title 42 Pa. C.S.A.- Judiciary and Judicial Procedure - Chapter 29.

In 1994 Pennsylvania passed a law requiring Constables to be certified by “The Constables Education and Training Board”. Section 2942(a) of the Statute states in part as follows: “no constable or deputy constable shall perform any judicial duties nor demand or receive any fee, surcharge or mileage provided by this subchapter unless he has been certified under this subchapter.”

Constables perform duties outlined by statute and are compensated based on a fee schedule established by the Pennsylvania legislature. The fee schedule is attached as Appendix A, Senate Bill No. 303 (-).

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## Constable Purpose, Policies and Procedures (Continued)

Constables are paid in some Counties directly from fees, as they are collected in the District Courts; however, in Chester County, they are paid by the County upon submission of an approved cost sheet (see Forms Section) upon completion of the service.

In years past, police departments would transport defendants to District Court for arraignment; however, Chester County Commissioners, in order to assist municipalities with keeping police in their municipalities and on the streets, authorized the use of Constables for transporting defendants to Court proceedings and to the prison when necessary.

### III. Qualifications of Constable and Deputies to perform services for Chester County:

Deputies serve based on need, at the pleasure of elected Constables with the approval and appointment by the President Judge. **Deputies must meet and follow all laws, rules, regulations, certifications and procedures required of elected constables.** Out of County Constables desiring to be paid by Chester County must follow the same procedure.

1. Election: Constables must be properly elected or appointed. This includes meeting residency requirements. Further, as a felony conviction would disqualify an individual from holding public office no one who is convicted of a felony will be eligible to work as a Constable for the County. Constables and Deputies must reside in the jurisdiction for which they are elected or appointed.
2. Any conviction of a crime, within ten (10) years from the date of the proposed contract with the County, **or during the term of same, which** had a maximum potential sentence greater than one year, where there was not a pardon or amnesty granted, will disqualify an individual from working as a constable for the County. Any individual who is listed on the Childline & Abuse Registry or who is, or was at any time, required to register under Megan's Law is disqualified from working as a Constable for the County.
3. Appointment of Deputies: Constables desiring to have deputies appointed must contact District Justice Administration to obtain an instructional packet and petition forms (see Forms Section).

To request a Deputy, the Constable must show a justifiable need, and should have the approval of the District Judge from the magisterial district in which they were elected or appointed. Deputies will not be appointed or petitions accepted unless the individual seeking to become a deputy meets all registration requirements of this Article III, which are required of Constables.

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## Constable Purpose, Policies and Procedures (Continued)

Constables are not authorized to appoint Deputy Constables for opening/closing the election polls. All Deputy Constable appointments must be made in accordance with the Chester County Constable Guidelines set forth in this Handbook.

4. Certification Training: Constables must obtain and maintain proper certification required under the laws of this Commonwealth.
5. Registration and Authorization: Constables desiring to be paid by Chester County must register with the County as an independent contractor.

Constables must fulfill registration requirements (appendix B) prior to being authorized to receive work from Chester County.

Note: Successful completion of registration does not guarantee work. Constables serve at the pleasure and need of individual Magisterial District Judges and the County of Chester.

District Justice Administration will compile, maintain and distribute, as needed, an updated list of authorized and approved Constables/Deputies to the Magisterial District Judges and other Departments as needed.

6. County Training: Constables/ Deputy Constables will be required to attend -all County sponsored training programs to maintain eligibility to perform services for the County.
7. No unauthorized person or uncertified Constable/Deputy Constables shall be used or in a vehicle when performing services for Chester County.

### IV. Administrative Authority

#### 1. Constable Committee

The Constable Handbook was created by the Chester County Constable Committee. The committee is a working sub-committee appointed by the Chester County Criminal Justice Advisory Board (CJAB) under the direction of the President Judge. Members of the Constable Committee include:

Judge from the Court of Common Pleas	
District Attorney	Magisterial District Judge
Controllor	Clerk of Court
Sheriff	Minor Judiciary Administrator
WEB Administrator	County Solicitor
Chester County Prison	PA State Constable (2)
Juvenile Probation	County Youth Center
Children, Youth and Families	

2. Constable Review Board: A Review Board has been established to resolve appeals and disputes arising out of the use of this Handbook. The Board is

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## Constable Purpose, Policies and Procedures (Continued)

comprised of the County Controller (or designee), a Magisterial District Judge appointed by the President Judge of Chester County and a Constable appointed by the Chester County Constable Association (see Part 6 for Constable Review Board Guidelines).

3. The President Judge of Chester County has administrative authority over the 15<sup>th</sup> Judicial District. It is at the discretion of the President Judge to determine which Constables may perform services for the Chester County court system.

### V. Assignment of Constables

Only Constables and Deputies from Chester County's approved list will be eligible to receive work from Chester County agencies and District Courts.

Magisterial District Judges may use their discretion in assigning work to Constables and their Deputies.

Constables and Deputies are independent contractors. Assignment of work in the District Courts will only be to a specific approved Constable.

Work assignments will not be processed or assigned through a Chief or Lead Constable System. A violation of this condition will result in removal from the approval list for one full year.

### VI. Procedures and Practices

#### A. Service of Civil Process

1. Service: Constables shall promptly make service on all Civil Process in a professional and timely manner as required.
2. Return of Service: Returns of service shall be filed with the Issuing Court as follows:
  - a. on the next business day after the successful service of any complaint, summons, writ or other document, or
  - b. after three unsuccessful attempts to make service (returns of service must list the dates and times service was attempted).

All returns of service must be made within the time limits required by the Rules of Civil Procedure.

3. Payment: Constables may receive payment for civil work performed for the District Court by submitting a Chester County Civil Recapitulation Sheet (see Forms Section) to the Controller.

Copies of the District Court "Server Fee Notice" (Treasurer's Copy) must be attached to the Civil Recapitulation Sheet for each entry for submission to the Controller's office.

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## Constable Purpose, Policies and Procedures (Continued)

### B. Criminal Warrants

1. Criminal warrants charging misdemeanor or felony offenses are assigned to Police Departments/Officers for service and NOT to Constables. Constables are permitted to serve criminal warrants under the following circumstances: private criminal complaints, the affiant/agency is without arrest powers, or authorized by a Common Pleas Judge (Bench Warrant). Cost sheets with criminal docket numbers must indicate authorization and approval of payment by the appropriate authority. This must be in addition to the normal signature. **A copy of the criminal warrant must be attached.** This includes a copy of the extradition waiver form.
2. Police may request a Constable to serve a criminal warrant at the expense of the Police Department/Municipality. Arrangements for this service shall be made directly with the Constable and not the Magisterial District Court. Payment for service of a criminal warrant shall be submitted directly to the Police Department/Municipality.
3. Un-served Criminal Warrants are to be returned to the issuing authority after 30 days of issuance and a Due Diligence should be completed so the defendant can be declared a fugitive. Constables do not have the authority or resources to properly complete the Due Diligence.
4. Defendants arrested on Criminal Warrants sometimes need to be questioned by the Police. Defendants arrested on Criminal Warrants are required to be processed and fingerprinted. The Police should do fingerprinting and processing at the time of arrest.
5. Constables will not be paid for time spent waiting for questioning or processing (fingerprinting) to be completed.
6. Constables are permitted to take custody of defendants and transport them for preliminary arraignments. In case of medical issues/injury see (Part One, G, d5, pg.14)
7. Constables shall ensure that the arresting officer properly completes the Warrant Return (see Forms Section) before transporting. Constables will not be paid unless the Warrant Return is completed. Constables should be called when processing by Police is completed and the defendant is ready for transport.

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## Constable Purpose, Policies and Procedures (Continued)

### C. Summary Warrants

1. The assigned constable shall promptly serve summary Warrants.
2. Warrants are not property of Constables; therefore,
  - a. If a defendant is taken into custody who has outstanding warrants assigned to Constables, W.E.B. shall make reasonable efforts to contact that constable to advise him/her of that defendant's status.
  - b. If the assigned constable refuses to respond or cannot do so within a reasonable time, a duplicate warrant will be issued to another Constable or Police Officer for execution by W.E.B.
  - c. W.E.B. will keep a record of their attempts to reach the assigned constable and that Constable's response, which will be made available to the Magisterial District Judge who issued the warrant upon request.
3. All assigned, unserved Summary Warrants shall be returned to the Issuing Court after 60 days of issuance. District Courts may reissue them to the same Constable or to another Constable for an additional 60-day period, or
4. The Issuing Court will deliver the Warrant to the Chester County Warrant Enforcement Bureau (W.E.B.) as a triple zero (000) Warrant. Triple zero indicates that the Warrant is unassigned and may be served by any qualified Constable.

### D. Service of Summary Warrants

1. Summary Warrants may be served by two Constables. The use of two Constables shall be at the discretion of the Constable to whom the Warrant is assigned or issued to.

Two Constables may each charge for the proper service of up to three warrants on individuals with multiple Warrants except that if a defendant is already in the custody of Constables, the prison, court or other County agency only one Constable shall be paid for the service of multiple Warrants.

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## Constable Purpose, Policies and Procedures (Continued)

Constables apprehending individuals on summary Warrants shall check WEB or the Chester County Police Radio to ascertain if there are any other outstanding Warrants on the individual in custody.

When calling WEB or Radio Room Constables shall provide dispatch with name, date of birth and address listed on Warrant. Only when a defendant is in custody will copies of a Warrant held by WEB will be issued or faxed to a District Court.

If it becomes necessary for a defendant to be transported, nothing shall prohibit two constables from charging for custody, conveyance etc.

2. Summary Warrants may be served at anytime if a result of a direct police action or request. Otherwise, Summary Warrants should be served between 6:00 AM and 10:00 PM, unless restricted by another policy or regulation.
3. Both Constables must actively serve the Warrant. Constables who do not actively participate in the service of the Warrant by “piggybacking” or sitting in their cars shall not be eligible for payments.
4. Constables serving Summary Warrants shall follow Pennsylvania Rules of Criminal Procedure.

### **Rule 431. Procedure When Defendant Arrested With Warrant**

- (A) **A warrant of arrest shall be executed by a police officer as defined in Rule 103.**
- (B) **When a warrant of arrest is executed, the police officer shall either:**
  - (1) **Accept from the defendant a signed guilty plea and the full amount of the fine and costs if stated on the warrant;**
  - (2) **Accept from the defendant a signed not guilty plea and the full amount of collateral if stated on the warrant;**
  - (3) **Accept from the defendant the amount of restitution, fine, and costs due as specified in the warrant if the warrant is for collection of restitution, fine and costs after a guilty plea or conviction; or**

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## Constable Purpose, Policies and Procedures (Continued)

**(4) Cause the defendant to be taken without unnecessary delay before the proper issuing authority.**

**(C) When the police officer accepts restitution, fine and costs, or collateral under paragraphs (B)(1), (2) or (3), the officer shall issue a receipt to the defendant setting forth the amount of restitution, fine, and costs, or collateral received and return a copy of the receipt, signed by the defendant and the police officer, to the proper issuing authority.**

5. Constables should make every effort to resolve service of the Warrant as per the rule, before physically transporting the Defendant to the proper Issuing Authority.
6. Constables must return the Warrant and any pleas, fines, costs and/or restitution collected to the Issuing Court immediately upon completion of service or the next business day.
7. Constables should not attempt to serve the Warrant unless in possession of a valid warrant.
8. If a defendant is arrested on Summary Warrant and a Warrant check determines that a Common Pleas Bench Warrant exists, Constables shall follow establish Bench Warrant Procedures (see section E, page 8). A Bench Warrant takes precedent over summary warrants.
9. Payments/costs sheets – see Payment Section
10. Recalled Warrants – see Payment Section

### E. Bench Warrants

Bench Warrants are defined as “a warrant issued directly by a Judge to a law enforcement officer especially for the arrest of a person who has been held in contempt, has been indicted, has disobeyed a subpoena, or has failed to appear for a hearing or trial” \* (Blacks Law Dictionary, 7<sup>th</sup> Edition).

1. In Chester County, the term “Bench Warrant” only applies to Warrants issued by a Judge of the Court of Common Pleas.

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## Constable Purpose, Policies and Procedures (Continued)

2. Bench Warrants in the WEB system are issued by the Court for issues related to Adult Probation Office (APO), Domestic Relations (DR), Bail, Juvenile Probation Office (JPO), Mental Health and Mental Retardation (MHMR) or the District Attorney's Office.
3. Bench Warrants are maintained and controlled through the District Attorney's Office Warrant Enforcement Bureau (WEB).
4. All Constable/Deputies qualified under Article III of this Handbook and on the approved list desiring to perform work for WEB must contact the WEB Administrator at the WEB Office located at 201 W. Market Street, West Chester, PA concerning WEB policies, procedures and practices.
5. WEB work assignments: After a Constable/Deputy Constable is assigned his/her number a decision will be made as to the use of the Constable/Deputy. Work will range from Service of Subpoenas, On Call Bench Warrant Week, Transports, and Funeral Transport. All of the work assigned is at the discretion of the District Attorney and WEB Administrator. Bench Warrants are not assigned. Any Constable/Deputy Constable duly certified can serve a Bench Warrant. The warrant itself should be checked to make sure it is active by calling the WEB office Monday-Friday 8:30 AM to 4:30 PM After hours the County Radio Room should be called.
6. Only when a defendant is in custody will copies of a Bench Warrant or any other warrant held by WEB be issued out or faxed to a District Court or the prison.
7. No unauthorized person or uncertified Constable/Deputy Constable shall be used or in a car when performing Bench Warrant work.
8. Arrest: Two Constables shall be used in executing and the transporting of defendants arrested on Bench Warrants. Individuals arrested on Bench Warrants should be transported directly to Chester County Prison to await action by the Court of

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## Constable Purpose, Policies and Procedures (Continued)

Common Pleas. A check should be conducted for other outstanding Warrants. If it is found that the individual incarcerated on the Bench Warrant is found to have other outstanding Warrants, the Constable should advise the Issuing Authority of the outstanding Warrants as soon as possible but not later than the next business day.

If the police arrest an individual with or without a Warrant for a criminal charge, the defendant should be given a preliminary arraignment before the Issuing Authority or the On Call Magisterial District Judge. All outstanding warrants must be addressed at that time. The Magisterial District Judge shall be advised of the Bench Warrant. The defendant will then be taken to Chester County Prison on the Bench Warrant regardless whether Bail is posted on the criminal charge.

9. When performing Out of County Bench Warrant service, it is permissible to make multiple Out of County Bench Warrant pick-ups. All defendants will be transported directly to Chester County Prison.
10. The District Attorney's Office, through W.E.B., will assign all transports that deal with extradition for both Out of State Bench Warrants and Criminal Warrants. On Criminal Warrants that need transported from other States, W.E.B. will make an effort to use Constables that work for the MDJ Court the warrant is out of but it will not be mandatory. For both type of warrants the Constable will be given a copy of the Waiver of Extradition to attach to the cost sheets for Controllers Office to see it was assigned by W.E.B. The Warrant Enforcement Bureau is the only office that can lodge detainers Out of State and send Constables for pick up. Do not go to pick up a defendant Out of State unless W.E.B. sends you.

### F. Summary Arrest Without Warrant

Police arresting individuals for summary offenses who are not released with a citation must be taken to an Issuing Authority to enter a plea or for an immediate hearing in accordance with Pa.R.Crim.P. 440 and 441.

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## Constable Purpose, Policies and Procedures (Continued)

Constables will not be paid for this transport by the County of Chester however the Constable may as a private contractor make arrangements with the Police or municipality for payment.

### G. Transports Generally

1. Traditionally, Police Departments are responsible for transportation of arrested individuals to District Court for preliminary arraignment and to the prison if incarcerated for failure to post bail.

Chester County has authorized the District Courts to allow Constables to transport individuals in lieu of Police Officers in order to free-up law enforcement personnel so they may spend more time policing their municipalities.

2. Powers of Magisterial District Judges – Authorization
  - a. Title 42 Pa.C.S.A. Section 1513 states in part as follows: “Every Magisterial District Judge shall have power to issue every lawful process to or to be served or enforced by system and related personnel and to make such lawful orders as his official business may require”.
  - b. Magisterial District Judges should routinely use Constables for transports, however, there may be times when the Magisterial District Judges may not use Constables and the Police will be directed to maintain custody and transport the defendant. Constables will not be paid by the County unless an authorized official permitted to approve payment approves a criminal payment sheet. Constables should verify they are authorized to transport before taking custody.
  - c. **Constables performing unauthorized services at the request of law enforcement should seek payment from the municipality requesting their services.**

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## Constable Purpose, Policies and Procedures (Continued)

### 3. Operating guidelines and procedures

The following procedures shall apply to the use of Constables:

#### a. Dress-Attire

Constables performing official duties, serving process, in Court, or transporting individuals in custody shall act in a professional manner and dress in a manner, which clearly identifies them to the public. For example, constables are expected to wear uniforms, shirts or jackets with a proper insignia identifying them as Pennsylvania State Constables. Additionally, a badge should be visibly displayed on the belt, around the neck or on an outer garment.

#### b. Vehicles

Vehicles used for transporting defendants shall be in compliance with all laws and regulations. They should be of the type, which has the ability to protect the driver, constable, and passengers. All vehicles transporting incarcerated defendants must have a cage installed between rear passenger seat and drivers seat. Caged vehicles must be used for any services being performed for W.E.B. Constables shall adjust doors and windows in such a way to prevent defendants from unlocking them and escaping.

#### c. New Arraignments

1. During regular business hours, the police shall contact the Issuing Authority. The District Court may then contact the Constable for transport. During non-business hours, the on-call Constable (for the duty district court) should be contacted through the Chester County Police Radio for transport. *This does not apply to those police departments who use and must transport defendants directly to a booking center for processing and video arraignment.*
2. Constables should contact the Police Department to find out if defendant(s) has been processed, criminal complaint is completed and is medically cleared for

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## Constable Purpose, Policies and Procedures (Continued)

3. Constables traveling to a Police Department to pick up defendant(s), should make notation of starting time, location and custody time.
4. Upon arrival at the Police Department, the Constable will collect the criminal complaint, making sure affiant has signed and dated the complaint/Criminal Warrant. The Constable should ask the defendant if he has any personal property that is to be transported with him and then place such property in a secure bag marked with the defendants name written on it. (see part three, page 8)
5. Prior to taking physical custody of defendants, the Constables should make an observation of defendant as to the physical well being of the defendant. (Does the defendant appear to be intoxicated? Does the defendant appear to have serious injuries, which need immediate medical attention etc? If yes, Constable should not take defendant into custody) The arresting agency must provide a medical release/waiver **(signed by a physician)**.
6. All defendants shall be properly searched prior to handcuffing and shackling of the ankles. It is recommended that a transport belt with integrated 'D' ring be used around defendant's waist. All handcuffs and shackles shall be 'double-locked' for added security.
7. Once defendants are placed into vehicle, time of departure and appropriate mileage should be noted. **It is strongly recommended that seat belts be used for defendants when transporting them.** Defendants are to be taken **directly** to District Court unless directed by the District Court to travel to another police department for additional defendants.
8. Once at the District Court, defendants shall be placed into holding cells and secured appropriately. Male and female defendants **will not** be held in the same holding cell at the same time.

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## Constable Purpose, Policies and Procedures (Continued)

9. All paperwork (criminal complaint, criminal history, detainers, etc.) pertaining to the defendant(s) shall be turned into the 'criminal clerk' or appropriate representative of the District Court.
10. No visitations from family/friends will be permitted while defendant is in custody at the District Court, unless authorized by the Magisterial District Judge.
11. Once arraignment is completed and the defendant has been committed to Chester County Prison, appropriate committing paperwork is completed and signed by the Judge, defendant shall be transported **directly** to the Chester County Prison ("CCP") at **501 S. Wawaset Road, Pocopson, PA.** (See Prison Procedures Appendix C, Part 3)
12. After commitment at the prison, notation of completed custody time and the applicable mileage shall be placed onto the Constable cost sheet (see Payment section).
13. Any incidents (eg: accidents, escapes, medical emergency, etc...) involving the defendant during transport must be reported immediately to the appropriate authority (eg: Judge, Prison, Youth Center, Supervisor, etc...)

### d. Preliminary Hearings

1. District Court contacts Constables for upcoming criminal day transports.
2. Constable picks up release papers for appropriate defendant(s) being held at "CCP".
3. District Court is to send a fax copy of releases to the Control/Data Department at "CCP" at least one-day prior to the criminal day noting the date and requested time of pick-up.
4. Once at the prison the Constables shall give the intake officer the **original** releases for defendant(s).
5. Prior to taking custody of inmates, they shall be searched for contraband and a visual inventory of their physical well-being shall be performed (any visible injuries or ailments).

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## Constable Purpose, Policies and Procedures (Continued)

6. Defendants/inmates shall be shackled and handcuffed using a transport belt with 'D'ring. All handcuffs and shackles shall be 'double-locked' for added security.
7. Once cleared by the data officer and the control officer, defendant(s) shall be escorted out of the prison and placed into the Constables vehicle. **It is strongly recommended that seat belts be used for all defendants being transported to District Court.**

### e. Processing and Fingerprinting

1. Constables should not take custody of defendants from the Police unless the defendant has been fingerprinted and processed for the criminal charges.
2. Constables will not be paid for fingerprinting or time spent waiting for processing. The Police should fingerprint and process defendants immediately after arrest before turning over custody of defendants to Constables.
3. The District Judge may authorize and direct the Constable, at the preliminary hearing, to take the defendant to the police department for processing when appropriate.

### f. Medical

1. Constables should not take custody of defendants who claim or appear to be in need of medical treatment. (see section Part One, G, c5, page 13)
2. Individuals should be cleared medically by physician before Constables take custody or transport them for arraignment.
3. The Magisterial District Judge will not authorize payment for time spent getting medical treatment or for a medical clearance later, when the police should have done it.

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## Constable Purpose, Policies and Procedures (Continued)

4. If a medical emergency occurs which requires treatment while the defendant is in custody of the Constables for the court or County agency, the Constable may be properly compensated.

g. Hospital Custody

1. If an individual is admitted to the hospital after arrest and before the preliminary arraignment and continual custody or guard duty is necessary, the police should provide for prisoner supervision. Constables will not be paid by the County.
2. If Constables are asked by the police to provide guard duty in lieu of police officers, the police department will be responsible for compensation of Constables as independent contractors.
3. If a bedside arraignment is conducted, and the defendant is committed, then the County Prison Official will arrange for guarding the prisoner.

h. Prisoner Security - Safety

1. Restraints:  
Prisoners should be shackled with leg restraints to prevent using the feet and to prevent escape.
2. Prisoners shall be handcuffed at the wrists utilizing a transport belt around the waist. Handcuffs shall be properly applied and double locked.
3. Constable/ Prisoner – Ratio :  
One Constable will not be permitted to have in his/her custody more than three (3) defendants at a time. Two Constables working together as partners will not be permitted to have more than six (6) defendants at a time. For both Constables to be paid for all 6 defendants, all must be in one vehicle (both Constables with the defendants). If not, 1 Constable will be paid

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## Constable Purpose, Policies and Procedures (Continued)

for the 3 defendants in his/her custody, and the 2<sup>nd</sup> Constable will be paid for the 3 defendants in his/her custody.

**Note:** The practice known as “caravanning” – charging fees for the defendants in the vehicle in front of and/or behind the constable is NOT permissible under any condition. Constables may only bill the County for the services (release, custody, convey, attend hearing, commitment, etc.) actually provided by the constable(s) for the defendants physically present in the vehicle in which the constable is riding. In addition, in order for both constables to charge and be eligible for payment for transporting the defendant(s), both must sign the log at the Chester County Prison.

4. Female Transports:  
It is recommended that female prisoners be transported by at least one certified female Constable or two certified Constables.
  
5. Prisoner-Public Contact:  
Prisoners in custody or being transported shall not have any direct or indirect personal contact with attorneys, family, friends, or the general public, unless authorized by the Judge, Magisterial District Judge, or other proper authority having jurisdiction.  
  
This policy also applies to individuals while in custody awaiting Court action. Any deviation of this policy must be with approval of the Magisterial District Judge.
  
6. Searching:  
Prisoners should be properly searched before taking custody and each time custody is exchanged.

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## Constable Purpose, Policies and Procedures (Continued)

i. Private Transports

Funeral Transports – See Part Three Policy

Private transports are performed for incarcerated defendants needing supervised transportation in non-court related events. Instances for a private transport include attendance at funerals, visiting sick relatives in the hospital and medical evaluations. Arrangements for private transports are made via the Warrant Enforcement Bureau.

The attorney or agency petitions the Court of Common Pleas for the transport and must have approval by a Common Pleas Judge. WEB, District Justice Administration and the District Courts do not have the authority to prepare the petition for the private transport.

Once the transport order is signed and filed with the Clerk of Courts, the attorney or agency may contact WEB for arrangements to be made with a Constable. WEB maintains a list of certified Constables who offer their services for private transports. (Constables interested in performing private transport services should contact WEB). Family members or private attorneys may make their own arrangements with a certified Constable of their choice.

The cost of a private transport is the responsibility of the defendant. These arrangements are made directly by the Constable with the defendant's family contact person. The Constable determines the fee. If a County Agency has indicated responsibility of transport costs, the Constable shall present a cost sheet to the agency for authorization and present it to the Controller's office for payment.

- j. Pottstown Police Department transports (see Part 3, Pottstown Police Transports)
- k. Treatment Court (Drug Court, Recovery Court, Mental Health Court) (See Part 3)
- l. Summary Arrest Without Warrant (see Part 1, Page 10, F.)

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## Constable Purpose, Policies and Procedures (Continued)

m. Personal Belongings Of Defendants

Chester County Prison will only accept personal possessions of defendants which are on their approved list. Constables should not accept individuals for transport from the police or other penal institutions with items other than what is on this list. The control, custody and care of any items not accepted by Chester County Prison at time of commitment will be the responsibility of the Constable. (see part three, page 10 for list)

H. Emergency Protection from Abuse Orders

Constables will not be required to serve Emergency Protection from Abuse Orders issued from Magisterial District Courts. Emergency PFA orders should be served on defendants by the police authority having primary jurisdiction. In the absence or non-availability of a Municipal Police Department, the Emergency PFA should be delivered to the State Police.

Note: Constables should not be involved in Emergency PFA Orders due to:

1. Time, complexity, and difficulty involved in the service Order
2. Police are required to arrest for a violation (Indirect Criminal Contempt).
3. Police are usually involved in an incident referral Police Departments and County Police Radio are repositories of Protection from Abuse Orders.

I. Professionalism – Conduct

While performing services for the County of Chester, Constables shall at all times conduct themselves in a professional, courteous and respectful manner when interacting with the public and all criminal justice personnel. This includes, but is not limited to, Judges, police, government and County officials.

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**PAYMENT  
SECTION**

***COUNTY OF CHESTER***  
***PENNSYLVANIA***



***Financial and Payment Section***

This section of the Constable Handbook outlines the policies and payment procedures of the Chester County Controller's Office.

Most counties vary as to payment of constables. Some counties pay constables directly from fees as they are collected by the District Courts, others will pay some monies through both the District Court and Controller's Office. In Chester County constables are paid by the County upon submission of an approved cost sheet.

Upon completion of service, constables will complete a cost sheet and turn it in to the District Court for the approval and signature of the District Justice. Once cost sheets have been approved, all cost sheets are listed on a recap sheet and taken to the Controller's Office.

The Controller's Office audits and reviews cost sheets for mistakes and makes corrections and adjustments. After all cost sheets have been reviewed; the corresponding recap sheets are given to Accounts Payable for processing. Checks are distributed the following Wednesday in the Controller's Office.

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# Financial and Payment Section

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## Financial and Payment Section (Continued)

### Cost Sheet Submission

All cost sheets must be legible and complete. Failure to submit cost sheets with the designated information in complete and legible format will result in the cost sheets being returned for proper preparation.

Constables are required to fill out their own cost sheets to avoid unnecessary mistakes. Failure to do so will result in the cost sheets being returned.

The Magisterial District Judge before whom the defendant appeared must sign cost sheets.

Magisterial District Judges, District Attorneys and others signing cost sheets, shall approve each cost sheet for payment. Their approval and signature shall signify that, to the best of their knowledge, information and belief, the service was properly authorized and it was performed in accordance with the policies and procedures of the Chester County Constable Handbook.

If a specific item on a cost sheet is denied payment for a violation of the handbook, the Constable may not re-submit the cost sheet for other charges related to the previously denied services. Payment disputes shall be directed to the Constable Review Board.

### Cost Sheet Time Limit

All cost sheets must be submitted within **fourteen (14) days** of the date of service. Failure to do so will require a written explanation that must be signed by the corresponding Magisterial District Judge or WEB administrator. Recalled warrants must be submitted within 30 days.

Constables working together as partners, thereby charging the same costs for the same defendants, **must** submit the applicable cost sheets to the Office of the Controller for payment during the same pay period.

### Recap Sheets

Recap sheets are to be completed in **chronological** order, with all applicable cost sheets grouped together. Specifically, if a defendant has more than one cost sheet associated with him/her, those cost sheets must be grouped together. Also, multiple defendants who are in custody at the same time must be submitted on the same recap sheet. Failure to do so will result in the cost sheets being returned.

In addition, the Constable must complete the top of the recap sheet with his/her full name, address, date and signature at the bottom.

**All** recap sheets are due in the Controllers' Office on Friday by 4:00 p.m. in order to be included in the weekly check run.

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## Financial and Payment Section (Continued)

### Mailed Cost Sheets

Constables who choose to mail in their cost sheets for payment must remember to check in the constable folder located in the Office of the Controller for cost sheet adjustments and/or rejections. Please understand that regardless of where your residence is, checking this folder is your responsibility. The Office of the Controller will mail the cost sheet(s) in question to the constable in the next available paycheck.

### Refunds For Overcharges

When a defendant is overcharged for Constable services by \$10 or more, the Office of the Controller will return copies of the cost sheet(s) to the corresponding District Court to correct the assessed fines and costs on the docket and/or to issue a refund to the defendant.

### Explanations

Keep in mind that each cost sheet contains a space for additional explanations to further clarify and support any *unusual* circumstances/situations that may arise. Please do not hesitate to utilize this tool to communicate “out of the ordinary circumstances” to the Office of the Controller. The corresponding Magisterial District Judge must initial any “Explanations” provided by the Constable. Failure to do this will result in the cost sheets being returned.

### Caravanning

The practice known as “caravanning”- charging fees for the defendants in the car in front of and/or behind the Constable is **NOT** permissible under any condition. Constables may only bill the County for the services (release, custody, convey, attend hearing, commitment, etc) actually provided by the Constable(s) for the defendants **physically present** in the car in which the constable is riding.

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## **Financial and Payment Section (Continued)**

### **Constable to Defendant Ratio**

One Constable will not be permitted to have in his/her custody more than three (3) defendants at a time. Two Constables working together as partners will not be permitted to have more than six (6) defendants at a time. Please remember, for both Constables to be paid for all 6 defendants, all must be in one vehicle with enough seat belts for all occupants (both Constables with the defendants). If not, 1 Constable will be paid for the 3 defendants in his/her custody, and the 2nd Constable will be paid for the 3 defendants in his/her custody.

### **Location of Service**

This should state the specific street address and city as to where the defendant was taken into custody.

### **How The Warrant Was Served**

Please be sure to check the appropriate box to indicate whether the warrant was served (1) in person (Constable made contact **with the defendant**), (2) via the mail or (3) other.

### **Time of Service**

When summary warrants are being served in person, time of service must be filled in.

### **Time Of Custody**

A beginning and ending time of custody must be included each time a defendant is taken into custody. The time of custody begins when the defendant is released into the custody of the Constable (i.e. released from a law enforcement agency/prison, or a warrant is served and the defendant is subsequently taken into custody). The time of custody ends when a defendant is either discharged or committed. In extenuating circumstances a defendant may be turned over to another Constable *at the direction of* the Magisterial District Judge. Please note, when turning a defendant over to another Constable, the Constable turning over the defendant can NOT charge for discharge, and the Constable receiving custody can NOT charge for release. In addition, both Constables' names must be provided on all applicable cost sheets and exchange must be explained in detail with the Magisterial District Judge initials.

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## **Financial and Payment Section (Continued)**

### **Name Of Additional Prisoners/Defendants**

When a Constable has more than one prisoner/defendant in custody, the names of **all** prisoners/defendants must appear on **all** applicable cost sheets. Cost sheets must be submitted together on the same recap in order. Failure to do so will result in cost sheets being returned. In addition, the partnering Constable (if applicable) must submit the corresponding cost sheets for all defendants at the same time. When submitting both criminal and bench warrant costs sheets, this should be indicated on the recap sheet with an \*. Failure to do so will result in cost sheets being returned.

### **Use of Two Constables**

Two Constables may charge for the execution of warrants for the same defendant in the following circumstances: summary warrants, private criminal complaints, agencies without arrest powers, criminal fugitive warrants and bench warrants issued by the Court of Common Pleas. In the case of bench warrants, criminal fugitive warrants, the Warrant Enforcement Agency (WEB) of the District Attorneys Office must approve the cost sheets. In order for two Constables to charge for the execution of the warrant, both must participate in the execution of the warrant; i.e. they must both apprehend the defendant, both be at the door of the defendant's premises for backup, or the second Constable may protect another entrance of the premises to prevent the fleeing of the defendant. The charge for the execution of the warrant for the additional Constable is not permitted if only one Constable participates in the execution or apprehension of the defendant while the second Constable waits idly in the Constable's vehicle. The use of the second Constable is approved provided it conforms to the above and is approved by the issuing authority.

### **Execution Of Warrant**

Constables may charge for warrant execution only if he/she executes a warrant that has been issued against a defendant. Constable(s) may not charge for or sign warrants executed by other authorities (i.e. police, sheriffs) nor may they charge for the execution of a warrant where no warrant exists but a law enforcement authority has made an arrest and the Constable subsequently transports the defendant. If a law enforcement authority has arrested a defendant on an unrelated matter and the Constable to whom a warrant has been issued learns of the arrest of the defendant and executes a warrant against the defendant, said warrant not already having been executed by the law enforcement authority, the Constable may charge for execution. If as a result of another matter (traffic stop, etc.), the law enforcement agency detains a defendant pending arrival of the Constable who holds the warrant, the Constable may charge execution.

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## Financial and Payment Section (Continued)

Constables may be paid for service of criminal warrants under special circumstances which are private criminal complaints or when authorized by a Judge of the Court of Common Pleas, or when the affiant/agency is without arrest powers. A copy of the warrant will be attached to the cost sheet. When a defendant is being extradited from out of state a copy of the warrant and extradition papers from WEB shall be attached.

If a defendant is in custody/detained by a county agency, Sherriff's office, the prison, or another Constable and a summary warrant or a criminal warrant under the exception rule needs to be served, only one Constable may charge for the service of the warrant. This does not preclude two Constables charging for transporting if it becomes necessary to take custody and transport the defendant.

### **Recalled Warrants**

Copies of the server fee notice form prepared by the District Court do not need to be accompanied by a cost sheet. All server fee notices will be listed on a separate recap. Recalled warrants will be treated just like civil sheets. Chester County Treasurers copy shall be submitted.

### **Serving A Warrant On A Defendant Of The Opposite Sex Or A Juvenile**

A second Constable may charge for the execution of a summary warrant if he or she is serving such a warrant on a defendant of the opposite sex or on a juvenile. The second Constable must actively participate in the apprehension of the defendant or the execution of the warrant or actively participate in the back up of the first Constable. District Courts will monitor the assignment of warrants to Constable(s) in accordance with applicable statutes, keeping in mind that the sex of the defendant versus the sex of the Constable may require the payment of an additional constable. Transfer of warrants by one Constable to another, which results in the payment of two Constables *without prior Court approval is prohibited*.

### **Multiple Warrants On The Same Defendant**

Warrant @ \$25 and Return of Service @ \$2.50 may be charged for each defendant. However, Custody, Conveyance, Attend Hearing, Discharge, Release, and Commitment may only be charged once for the combined transaction. If defendant has multiple warrants held by more than 1 Constable, the only Constable who may charge custody, attendance at hearing, etc is the Constable who has initial custody.

All cost sheets for multiple warrants **must** be submitted together. This means if you have 8 warrants for one defendant, all applicable cost sheets (including the 2<sup>nd</sup> Constable's) for that defendant must be submitted the same week.

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## **Financial and Payment Section (Continued)**

### **Release**

The defendant must be in the custody of police, sheriff, or correctional facility for a release to be charged. In the case of a transport where more than one Constable is used, both Constables must be present at the release and the appropriate documentation must be executed in the favor of both Constables. Release may not be charged if execution is charged (i.e. if the police are holding the defendant for the Constable who has the warrant).

### **Bail Release**

When bail is posted at the MDJ office or the Prison the defendant will be released from the Prison. Defendants will no longer be transported by Constables for release. Fees for bail releases are not an allowable charge. Please refer to Part 4 Appendix.

### **Custody**

This fee should be charged once per **continuous custody where the defendant is physically in the custody of the Constable at all times**. A Constable may not leave the defendant at the District Court to perform other duties (i.e. serve other warrants, transport other defendants, etc.). Charges for custody without a corresponding charge for conveyance or a hearing is not permissible.

### **Convey To Magisterial District Judge**

For this charge to be permissible, Constable(s) must convey defendants in vehicles. Walking defendants from a police car in the District Court parking lot to the District Court does not constitute a conveyance.

### **Convey To Jail** - self-explanatory

### **Convey To Other**

For this charge to be permissible, it must be ordered by and be at the specific direction of the District Court, and the specific exception circumstances must be explained and approved with the Magisterial District Judge initials. For example, in a medical emergency, the Court may order or approve the defendant to be conveyed to a hospital or pharmacy. If the Court orders and at its specific direction and approval, a conveyance to other than jail or the Magisterial District Judge is performed, the charge will be allowed. Magisterial District Judges will monitor this to prevent abuse. Explanation and MDJ's initials are required.

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## Financial and Payment Section (Continued)

### Commitment

For this charge to be permissible for both Constables, both Constables must be present at the time of commitment and the cost sheets must be *the same for both Constables*. *Cost sheets must be time stamped at the time of release and upon recommitment to the prison.*

### Discharge

For this charge to be permissible for both Constables, both Constables must be present at the time of discharge.

### Convey To Fingerprinting

The location of fingerprinting must be listed.

### Fingerprinting Or Overseeing The Fingerprinting Of Defendants

For fingerprinting to be eligible, it must be at the specific direction of either the District Court or the District Attorney's Office. Specific direction of the Magisterial District Judge is required and the Magisterial District Judges must initial all fingerprinting charges. Magisterial District Judges will monitor this provision to prevent abuse and make certain that the fingerprinting charges were necessary for the Magisterial District Court or District Attorney's Office. Fingerprinting charges are permitted one time per defendant per location. **Constables are not to transport defendants for fingerprinting at the request of a police department.**

### Subpoena

Emergency Protection from Abuse - This charge is not permissible. See (Part One, page 19, H)

Constables will not be paid by the County for service of summary, traffic or criminal subpoenas issued by the District Court. Constables may charge for service of criminal subpoenas issued by WEB. The defendant's name must be noted at the top of the cost sheet. The full name of the individual(s) to whom a subpoena was served must appear on the dotted line next to the word "subpoena" on the cost sheet and full address on the service of location line. If you are serving subpoenas to more than one person at the same address but with a different docket number, then the \$13 charge is permissible. However, if you are serving additional witnesses at the same address with the same docket number, you may only charge the additional witness fee of -\$5.00 and all additional witness names must be listed on the same cost sheet. In the case of constable charges for attempting to serve subpoenas at the wrong address, the wrong address having been supplied by WEB, explanation - is required. Payment for service of subpoenas will only be authorized for one Constable.

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## Financial and Payment Section (Continued)

### Return Of Service

Service must be returned to the Magisterial District Court or issuing authority by each Constable charging for this line item. Return of service for non-service is only permissible in the following instance: In the case of a criminal or bench warrant where the Court requires an affidavit of due diligence to be executed by the Constable.

### Reimbursement Of Meals

Reimbursement for meals is permissible for **defendants only**. Meal reimbursement is not allowable for Constables under any circumstances. Charges for meals require a dated receipt with itemized charges.

### Mileage

Mileage will be paid at the current IRS rate per mile. There is a minimum mileage charge of 8 miles, meaning you may not charge mileage until it exceeds an 8-mile total. When multiple stops are involved, each leg of the trip must be listed. All mileage involved in serving a criminal subpoena for WEB will be paid, including mileage for an incorrect address. The County will not pay mileage for non-service **or** courtroom security.

For summary warrant service when defendant pays fines and costs, Common Pleas warrants (WEB), and JPO service, mileage will only be charged from the issuing authority to the location of service and back to issuing authority.

When warrants for multiple courts are involved for the same defendant and when **full payment is collected by the Constable**, mileage may be charged for each issuing authority. If **all** warrants are from one issuing authority and full payment is collected by the Constable, mileage shall only be charged on one warrant.

**All other mileage** will be charged from sitting authority to location of service and back to the sitting authority.

Mileage to and from home will not be paid under any circumstance.

Split mileage between constables is only allowable when the mileage exceeds 100 miles and will be split 50/50. Mileage “to” and “from” information must be completed in detail. We will use Yahoo maps as a guide to compare mileage on cost sheets; this is the standard tool used in the Office of the Controller. There will be a small leniency factor incorporated into the calculation. Should extenuating circumstances result in a large mileage variance from the standard, the constable must explain this in detail. Without any explanation, mileage will automatically be adjusted to the standard.

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## Financial and Payment Section (Continued)

### Maintaining Custody Of Defendant While Awaiting District Judge

During regular business hours, if the Magisterial District Judge is not at his/her court within one-half hour of the arrival of the Constable this charge is permissible.

Guard duty for maintaining the custody of a defendant while waiting for the applicable Magisterial District Court/Magisterial District Judge to become available will only be payable under the **most exceptional circumstance**, for which a detailed explanation and specific Magisterial District Judge approval have been provided. Specific Magisterial District Judge approval requires the Magisterial District Judge to initial the explanation in addition to signing the cost sheet.

### Courtroom Security

This charge should be assessed against one or more parties as determined by the Court. If guard duty under this caption is charged, the Constable may bill no other costs during the time of courtroom security. Mileage is not permissible to perform this duty.

### Transports of Prisoners

Transport time is an eligible charge. Time is charged from the time the prisoner is taken into custody until the prisoner is recommitted to the prison. Transport time is NOT an allowable charge for Constable initiated arrests. When charging transport time for an incarcerated prisoner, attendance at hearing overtime cannot be charged on Constable initiated arrests for defendants when in custody at the same time. A 1 hour deduction will be charged for every defendant in custody. Cost sheets must be stamped by the prison at the time of release and upon recommitment to the prison. **All defendants whether incarcerated or in custody from constable initiated arrest (etc.) will not be removed from Court until all court action is complete.**

### Transports Out Of County - Chester County Constables

Guard duty is an eligible charge. Time is chargeable on a writ from the time of the Constable's departure point to the time of the Constables return point. If transporting multiple defendants, transport time begins when the second defendant is taken into custody. A 1 hour deduction will apply for each defendant in custody. Mileage is reimbursable from the Constables start point to the end point with each leg of the trip listed. If performing a criminal transport or serving a bench warrant and the defendant is no longer at the correctional facility, Constables may submit for mileage and transport time. A copy of the writ (transport order) must be attached to the cost sheet. **NO OTHER WORK IS ALLOWED WHEN DOING OUT OF COUNTY TRANSPORTS.** Tolls are reimbursable for out of county transports in which case receipts are required.

If the defendant is not in custody, it is not permissible to charge Out of County Time for the period a Constable stops to eat.

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## Financial and Payment Section (Continued)

When performing Out of County Bench Warrant service it is permissible to make multiple Out of County Bench Warrant pick-ups. All defendants will be transported directly to Chester County Prison.

### Transports Out Of County - Out Of County Constables

Guard duty is an eligible charge at \$13.00 per hour. Transport time starts from the time the defendant is taken into custody to the time the defendant is released from custody. Mileage is only reimbursable from the point the defendant was taken into custody to the point the defendant was released from custody.

### Prison Medical Transports and Hospital Security

Constables performing medical transports, requested and approved by a prison supervisor, may charge \$22.50 for service fees (which includes custody, release, convey and commitment). Charges for transport time, mileage, and tolls are also allowable charges. Transport time charges shall be assessed the same as transport incarcerated prisoner charges on criminal day transports.

Constables performing hospital security requested and approved by a prison supervisor may charge the standard fee of \$13 per hour

### Attendance Hearing Overtime

Overtime may be charged at \$13.00 per hour for each group of defendants simultaneously in custody. Guard duty under this caption is only permissible from the time the actual hearing starts to the time the hearing ends, and a ½ hour deduction will apply for each defendant in custody. It is by no means, in any situation, chargeable for the time of custody. If the time of custody is the same as the attendance at hearing overtime, the cost sheet will be returned to the Constable for correction. If the Constable leaves the defendant at Magisterial District Court for any reason, **this charge is not permissible**. Charges for attendance at hearing for bail discharges are not permissible. When charging transport time for an incarcerated prisoner, attendance at hearing overtime cannot be charged on Constable initiated arrests for defendants when in custody at the same time. **Charges for waiting for bail is not an allowable charge.**

### Appropriate Behavior

Inappropriate behavior will not be tolerated in the Controller's Office. Anyone exhibiting this kind of behavior will be subject to disciplinary action taken by the Controller. Such actions could be a warning letter, suspension from access to the Controller's Office or other measures that the Controller deems necessary and appropriate.

**The Controller's Office will periodically verify information on cost sheets with the appropriate agencies.**

# **CHESTER COUNTY CONSTABLE HANDBOOK**



## **COUNTY AGENCIES**

### **Policies and Procedures**

- **Chester County Prison**
- **Chester County Prison/Hospital Detail/Medical Detail**
- **Sheriff Department**
- **Chester County Youth Center**
- **Children, Youth and Families**
- **Juvenile Probation**
- **Domestic Relations**
- **Mental Health and Mental Retardation**
- **Treatment Court**
- **Warrant Enforcement Bureau/Funeral Police**
- **Pottstown Police Department**

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**COUNTY  
AGENCIES**  
**Policies and Procedures**

**CHESTER COUNTY PRISON**

# **CHESTER COUNTY PRISON** **MISSION STATEMENT**

*To provide a safe, secure, and rehabilitative environment for offenders incarcerated in Chester County Prison, under the direction of the prison board and the Warden, while providing for the protection and safety of the public, through the detention of those individuals.*

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## County Agencies Policies and Procedures (Continued)

*The following Policies and Procedures will enable the employees of Chester County Prison to accomplish this mission.*

1. Thoroughly search each prisoner for the Constables' and the Correctional Officers' safety.
2. All prisoners must be secured before entering or leaving the prison. Prisoners **must** be (minimum) cuffed.
3. Paperwork - The Prison needs a hardcopy which is filled out correctly, signed and sealed by the appropriate authority.
4. Prisoners' Medical status - physical, suicidal, psychological problems
5. Obey speed and traffic signs in the area of the prison at all times, as well as parking rules.
6. Your Constable ID must be displayed in a fashion easily identifiable at all times while on Prison property.
7. While a prisoner is out of the prison and is in constable custody they are NOT allowed to have any physical contact with, nor accept or exchange any items from family, friends, or associates. Examples: clothing, food, mail, personal papers, money, cards... All exchanges should be done at the prison in order to properly document all transactions.

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# County Agencies Policies and Procedures (Continued)

## On Prison Property

1. The perimeter officer will direct all transporting authorities to the prisoner transport sally port. The perimeter officer will announce via radio to the Intake Control Officer of the transporting vehicle's intended arrival.
2. Upon arrival to the prisoner transport sally port, the transporting authority will be required to press the "Call Button". The Intake Control Officer will be notified by a ring-tone on the touch-screen panel of the vehicle's presence. Prior to opening the sally port, the Intake Control Officer will communicate through the intercom with the transporting official his/ her intended nature of business, i.e. (new commitment, discharge or transport). **Example: Constable John Doe with one new and two returns.**
3. The Intake Officer will then direct the transporting vehicle through the sally port and up to the carport to offload or pick-up the respective prisoner. In the event there are multiple transport vehicles, **no more than three (3) transport units will be permitted to enter the Intake/ Discharge area at one time.** The additional transporting authorities will be required to remain outside of the sally port lined up in the order of arrival.
4. Although the procedure for picking up inmates for court or hearings is designed on a first come first serve basis, the Chester County Sheriffs do take precedence during certain time periods of the day. All transporting authorities are to remain in their vehicle until directed to enter the sally port. They are also to keep all prisoners in the vehicles as well. As one transporting authority departs, the next transport unit will be permitted to enter the sally port area.
5. All transporting authorities are to be instructed to secure their weapons in the available gun lockers located next the Prisoner Intake entrance. **The Intake Control Officer will issue a locker key to the transporting agent. Transporting agents are not to leave their weapons in their vehicles. All prisoners are to remain in the vehicle while the transporting authorities secure their weapons.**
6. In the event there are multiple transporting authorities waiting to bring in or pickup prisoners, the first transporting unit may be required to move their vehicle to the designated parking area. Therefore, the one agent will remain with the prisoner while the other is directed to park the vehicle. This will be done so as to not cause congestion in the carport area. It is important that prisoners stay inside the Constable's vehicle. Only prisoners of Chester County are allowed to enter the building. Constables must supervise inmates from other institutions inside their vehicles. **Those in custody are not permitted to use cell phones or have any contact or interaction with the public while on prison property.**

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## County Agencies Policies and Procedures (Continued)

7. The Intake Control Officer will direct the Constables to either enter the Intake Unit, Discharge Unit or to wait in their vehicle. The Constable upon entrance into the Intake Unit will first surrender paperwork to the Records Officer to have paperwork verified. Once the paperwork is cleared the Intake officer will give instruction to the constable regarding the new inmate commitment. Upon entrance into the transporting constable will first see records officer. Once the paperwork has been cleared the Discharge Officers will give direction on the handling of the inmate.
8. When the transporting agent has concluded his/her business, he/she will be released from the Intake or Discharge area. If the transporting agent has a weapon, it is to be procured at this time and the key is to be returned to the Intake Control Officer. If the agent has a prisoner in custody, he/she will secure the prisoner in the vehicle then procure his/her weapon.
9. The Intake Control Officer will release the sally port gate allowing the transporting authority to exit. In the event there is another transporting authority awaiting entrance, they will then be directed to enter the sally port by the Intake Control Officer only.

**Protocols on weapons:** The Intake Control Officer must be advised as to whether or not you are carrying a weapon before entering the building. If carrying a weapon use the snail to properly unload your weapon before passing the weapon to the Control Officer. For the procedure on unloading handguns: “**See memo on use of the Snail located on window above the unit.**”

### **Use of “Snail” Bullet Receptacle Procedure**

Snail weapon clearing device is located outside the Intake Unit entrance for the specific purpose of unloading handguns. It will accommodate almost any weapon carried by law enforcement personnel, including shotguns.

**Revolver:** Place barrel of the weapon into rubber gasket and release cylinder. Depress ejector and tilt weapon slightly to allow ammunition to slide into hand. Close weapon and remove from bullet retriever. Place weapon into an empty gun locker box and secure the weapon.

**Automatic:** Place barrel of weapon into rubber gasket and press magazine release with thumb, catching magazine with free hand. While barrel is still in retriever, pull slide to the rear to extract any round in the chamber. Lock slide to rear and remove weapon from bullet retriever. Place weapon into an empty gun locker box and secure the weapon.

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# County Agencies Policies and Procedures (Continued)

## Restraints

The Intake or Discharge Officer will instruct the Constable(s) on when to take the restraints off of the prisoner. Note: Restraints must remain **on** the prisoner until told they can be removed. This policy is for the safety of both the Constables and our Officers.

The Records Officer will inspect all paperwork and comply with the Court orders.

The ID Officer will search the prisoner and ask basic intake questions to establish whether the prisoner is fit for incarceration, per medical and mental health protocol.

## Medical Procedure

Prisoners brought to Chester County prison must be medically stable or able to be treated and stabilized by the existing medical staff. Those not meeting the criteria will not be accepted into the facility by Chester County Medical Staff must be referred to the nearest emergency room. **(Title 37 § 95.222 Admission. (2) An inmate may not be admitted into the prison when it is determined that the inmate is in need of medical treatment that cannot be provided by the prison. In those cases, a written verification of treatment from a medical doctor shall be provided by the transporting authority prior to admission.)**

Examples of those who should be taken to the emergency room prior to coming to the prison:

- Pregnant females who admit to using heroin.
- Any prisoner who admits to swallowing a balloon of drugs or who have just taken a large amount of unknown drugs/pills.
- Prisoners who have sustained serious head trauma.
- Prisoners with obvious fractures, laceration(s) requiring sutures, etc...
- Prisoners who sustained injury from a motor vehicle accident.
- Prisoner who has chest pain.

Chester County Prison is responsible to its inmate population and other major constituencies. In the broadest sense, these responsibilities are SECURITY - making sure that incarcerated individuals remain so until they are legally released. SAFETY - making sure the staff, inmates, and public are not subjected to physical, emotional, or psychological abuse or danger. SERVICE - providing for the basic human needs of the inmate population and providing opportunities for those inmates who choose to participate to rehabilitate themselves and, upon release, become constructive members of the community.

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# County Agencies Policies and Procedures (Continued)

## Chester County Bench Warrants Policy

It is the policy of Chester County Prison to accept Bench Warrants issued by the Chester County Court of Common Pleas as legal documents for commitments of individuals.

## Procedural Overview

- Bench Warrants can be served by any constable or law enforcement official in the State of Pennsylvania.
  - A certified copy of every active Chester County Bench Warrant will be kept at the Warrant Enforcement Bureau (W.E.B.) Office.
  - Bench Warrants with Domestic Relations as the issuing authority are served between the hours of 8:30 am and 3:00 pm during normal workdays the prisoners are to be delivered to the Domestic Relations office. After 3:00 pm and at all other times these prisoners should be taken to Chester County Prison. Domestic Relations should be notified in either case when the subject is picked up.
  - Before a Chester County Bench Warrant is served the validity of the warrant should be established by the constable or law enforcement official, by calling the W.E.B. office weekdays between the hours of 8:30 am and 4:30 pm. At all other times the radio room should be contacted to check W.E.B. for the validity of the warrant. The constable or law enforcement official will then go to the W.E.B. office and retrieve a copy of the warrant, and make it available if possible. If W.E.B. is not available, then a “print screen” from W.E.B. printed at the prison is acceptable.
1. If any Chester County Bench Warrant is to be lodged on an inmate who is already incarcerated in our facility, an additional form will be attached to the individual Bench Warrant that is in question. At that time the Chester County Bench Warrant will be lodged. Any Bench Warrant found in the W.E.B. database regarding a currently incarcerated inmate will require approval from W.E.B. to lodge it, unless being lodged by any arresting authority. If approval is given by W.E.B. to our personnel, additional documentation will be sent to the prison to verify their verbal approval.

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# County Agencies Policies and Procedures (Continued)

## Wrong Person

1. If an individual is brought to the Institution by an arresting authority on a Chester County Bench Warrant, and it is discovered that this is the wrong individual the following procedures are to be followed depending on the circumstances:
2. If the individual is found to be the wrong person **prior** to being committed, the Supervisor in charge is to contact W.E.B., and inform them of the situation, and then contact the Arresting Authority, and have them return to the Institution to pick the subject up. At that point the Bench Warrant is to be returned to W.E.B.
3. If the individual is found to be the wrong person **after** being committed, the Supervisor in charge is to contact W.E.B., and inform them of the situation. W.E.B. will also need to be advised that a Court Order is needed to discharge the individual, and re-activate the Bench Warrant.

## **Contact Numbers**

**Warrant Enforcement Bureau: (610) 344-6590**

**Emergency Services: (610) 344-5000**

**Chester County Prison: (610) 793-1510**

## Out of County Bench Warrants

### Policy

It is the policy of Chester County Prison to accept Out of County Bench Warrants as a form of a commitment based upon review by the Duty Officer, and for a period of 48 hours on weekdays, and 72 hours on weekends and over a Holiday.

### Procedural Overview

- Upon the receipt of a new commitment with an Out of County Bench Warrant as the committing document, the Duty Officer is to be notified.
- The Duty Officer will review the situation and make the decision as to whether the individual will be held on the Out of County Bench Warrant. This decision will be based on all pertinent information of the individual (Medical condition, charges, etc.) and the Institution (population, available housing, etc.).
- A contact name and telephone number must be supplied at the time of commitment, so that the Committing Authority can be contacted on the following business day to insure the proper handling of the commitment.

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## County Agencies Policies and Procedures (Continued)

### Acceptable Personal Property

The following items of inmate personal property will be accepted by Chester County Prison upon commitment or transfer of an inmate into this facility. The Identification Department Commander or his designee will make any exceptions to the policy.

- (a) 1 Wedding Ring, Plain – no stones
- (b) 1 Eyeglass and eyeglass case Soft Case Only
- (c) 1 Set of Contact Lenses, storage container and lens cleaner (if approved by the Medical Department)
- (d) 1 Set of dentures (if approved by the Medical Department)
- (e) Prosthetic Devices, (If approved by the Medical Department)
- (f) Medical Alert Bracelet or Medallion (if approved by the Medical Department)
- (g) Prescription medication (If approved by the Medical Department)
- (h) Legal Materials
- (i) 10 Photographs (No nude photos or exposed genital areas)
- (j) 10 Letters/Cards
- (k) Tablet/Writing Paper
- (l) 1 Religious Text-Bible, Koran
- (m) Religious Headwear; Kufi, Hijab, Yarmulke(kipa)
- (n) Religious Medallion and standard chain (medal can not exceed \$50.00 value, and no larger than \$.50 piece)
- (o) Hairbrush/Comb (**no pointed ends**) (**No Picks/ brush**)
- (p) 1 set of Civilian Clothing worn by inmate on admission
- (q) 3 T-Shirts (white only w/no decals or pockets)
- (r) 3 Underwear/Panties, 3 Bras (no underwire)
- (s) 3 Pair Socks
- (t) 3 Washcloths
- (u) 3 Personal Towels
- (v) Toothbrush
- (w) Toothpaste (**unopened**)
- (x) Deodorant (**unopened and alcohol free**)
- (y) Shampoo (**unopened clear bottle**)
- (z) Sneakers (**only if worn into institution and no metal parts**)
- (aa) Wallet/Purse (to be placed in storage until such time inmate is transferred or released or items are released to the custody of designee)
- (bb) Keys (to be placed in storage until such time inmate is transferred or released or items are released to the custody of designee)
- (cc) Cash, Money Order or Check drawn the account of the sending institution

*Note: No food items, tobacco items, lighters, matches, nail clippers, knives or any other potential weapons will be kept.*

Any item not listed or in excess of the above quantity will **not** be accepted and will be returned to the transporting official.

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**COUNTY  
AGENCIES  
Policies and Procedures**

**CHESTER COUNTY  
YOUTH CENTER  
DETENTION**

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# County Agencies Policies and Procedures (Continued)

## Chester County Youth Center Detention

A constable is an individual who is appointed or elected to provide services for various Court related functions.

Transports for the CCYC must be specifically authorized and approved by the courts. Constables may be used by CCYC for the following services.

1. To provide transportation for medical reasons (i.e. doctor's appointments, medical tests, emergency room and hospital visits). All applicable constable fees to be paid by the CCYC.
2. To provide transportation for funeral services. The CCYC personnel may be called upon to arrange the escort of juvenile(s) to the funeral of a family member. This policy will establish procedures to be followed while conducting a juvenile detail and security measures that are required.

### **Funeral Transport Policy and Procedures**

- Constables shall be utilized to provide transportation and security to and from the funeral location unless otherwise directed by the court.
- The use of constables will be assigned by CCYC personnel to perform funeral transports.
- The CCYC personnel will make arrangements for any funeral transports to and from the CCYC.
- Review all pertinent information regarding the funeral and verify the following:
  - a. Requesting persons phone number, inform them of fee and that payment must be made to the CCYC two days prior to funeral.
  - b. Verify descendant's death and relationship to the juvenile.
  - c. Receive a copy of the court order and obtain all necessary approvals to initiate transport.
  - d. Restraint devices will be utilized at all time during transport. If leg restraints are used they may be removed prior to entering the funeral location. Hands/arms will remain secure. Handcuffs may be concealed by coat or jacket.

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## County Agencies Policies and Procedures (Continued)

- e. Notify the local police department (when appropriate).
- f. Determine funeral location(s) and plan the route of travel to and from the funeral location. Determine the total time needed to complete the transport.
- g. Ensure the completion and submission of all cost sheets to CCYC for signature and submission to the Controller's Office for payment.

### General Guidelines

1. CCYC will maintain a list of certified constables.
2. Constables are not caseworkers and should not be asked to do anything beyond transporting the juvenile.
3. Two constables or a constable and a transport aide are required to transport juveniles.
4. Restraint devices (handcuffs and shackles) **shall** be used.
5. The use of a constable shall be approved by a supervisor.
6. Upon receipt of the Constable Payment Sheet, it is the caseworker's responsibility to review the constable bill in order to verify that service(s) were provided.
7. Supervisor's approval is required on the constable payment sheet as well as the voucher form.
8. Any incidents involving safety and security that occur during the transport must be reported to Youth Center Supervisor immediately upon return of the transport.

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**COUNTY  
AGENCIES**  
Policies and Procedures

**CHILDREN, YOUTH  
& FAMILIES**

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# County Agencies Policies and Procedures (Continued)

## CONSTABLE PAYMENT FORM

**Area #1 - (Name, Address & etc.)**

- to be completed by constable.

**Area #2 - (Reason for Request)**

- to be completed by Caseworker or Supervisor, justifying the need to use a constable.

**Area #3 - (Service Mileage)**

- to be completed by constable.

**The completed Cost Sheet** should be returned to the caseworker/supervisor of the child.

**Caseworker** should review, give to supervisor to sign off and complete the reason constable services were used and send to the fiscal supervisor to process for payment.

**Meal reimbursement** for the child should be accompanied by an itemized receipt that includes the name of the restaurant.

**Tolls and parking** to be reimbursed, with required receipt.

**Actual miles driven.** If constable originates trip from their home, that will not be the starting point. Even if the constable must come to the GSC to pick up paperwork or child. Use odometer reading and be exact to the route taken. Transport duty is the actual number of hours from the time the child is picked up until the constables return home. If the constables were going to a facility to pick up a child, time would start when the constable leaves home and end when child is taken to court, home or returned to placement. (Must comply with the Constable Handbook)

**Must provide** CYF with a **Proof** of Service Form. Should be turned in with the Cost Sheet.

**Our children** are not to be restrained in anyway. Never shackle CYF's children, for they are dependent, not delinquent.

**Explain in detail** any extenuating circumstances that impact on the reimbursement amount.

**Children, Youth and Families** requires two (2) constables/aides to transport our children. The gender of the child has no bearing on this.

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**COUNTY  
AGENCIES**  
Policies and Procedures

**JUVENILE PROBATION**

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# County Agencies Policies and Procedures (Continued)

## JUVENILE PROBATION DEPARTMENT OF CHESTER COUNTY

The following issues must be addressed in order for a juvenile offender to be placed in the Chester County Youth Center.

1. Authorization
2. Transportation
3. Medical Clearance

1. Authorization: A representative of the Juvenile Probation Department must authorize/approve the detention of a juvenile.

This authorization **IS NOT** authorization for transportation by a Constable. It only gives the Arresting Authority permission to detain the juvenile.

2. Transportation: There are essentially 3 circumstances under which a juvenile can be authorized for detention.

- A. Arrested on new charges.
- B. Bench Warrant.
- C. Request by Juvenile Probation

- A. If a juvenile is arrested and charged with a new offense and the Juvenile Probation Department authorizes detention, it is the Arresting Authority's responsibility to provide transportation to the County Youth Center. If the arresting authority arranges to have a Constable conduct the transport it is the responsibility of the arresting authority to pay the Constable for this service.
- B. If a juvenile is being detained on the basis of a Juvenile Court Bench Warrant the police department should contact the on call constable to conduct the transport (after obtaining authorization for detention from the Probation Department). The County is responsible for paying the constable fees. The Constable should seek payment through the County Warrant Unit.

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## County Agencies Policies and Procedures (Continued)

- C. If a juvenile is picked up based on the request of the Juvenile Probation Department and is authorized for detention; the Juvenile Probation Department is responsible for transportation to the Youth Center. If a constable is contacted to provide this transportation the Juvenile Probation Department is responsible for paying the Constable fees.

If a juvenile is picked up on the request of the Juvenile Probation Department or if the Juvenile Probation Department authorizes the use of a constable for transportation to placement or to a medical appointment, the Constable should file a Juvenile Transport Payment Sheet in order to receive payment through the Juvenile Probation Department. The payment sheet and directions may be found in the forms section.

The Juvenile Probation department will make a recommendation regarding transport by one or two certified constables. This will be done on a case by case basis.

3. Medical Clearance: Juveniles who are injured, or under the influence of drugs or alcohol will not be admitted to the Youth Center until they receive medical clearance.

As indicated above, there are essentially three circumstances under which a juvenile can be authorized for detention.

- A. Arrested on new charges: Under this scenario the Arresting Authority is responsible for medical clearance. The Arresting Authority has two options:
1. Take the juvenile to the hospital for medical clearance before transporting the juvenile to the Youth Center or before turning the juvenile over to a constable to transport to the Youth Center.
  2. Turn the juvenile over to a constable prior to medical clearance. The Police department is then responsible for paying all fees/charges associated with the transport including time spent obtaining medical clearance.
- B. Bench Warrant: The on call Constable will take the juvenile to the hospital for medical clearance. Any Constable fees/charges associated with the transport including time spent at the hospital will be paid by the County through the County Warrant Unit.

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## County Agencies Policies and Procedures (Continued)

C. Probation Department Request: If the Juvenile Probation Office authorizes both the detention of the juvenile and the use of a constable, the Juvenile Probation Department will be responsible for covering all costs associated with the transport including fees/charges associated with medical clearance.

If a juvenile (authorized for detention) does not receive medical clearance but is instead admitted to the hospital, the Chester County Youth Center shall provide coverage at the hospital until such time as the juvenile receives medical clearance for admission to the Youth Center. Youth Center Staff will relieve the constable or Police as soon as possible upon notification of a juvenile's admittance to the hospital.

Again, all Constable costs associated with time spent at the hospital will be the responsibility of the agency that authorized the use of a constable:

New Arrest:	Police Department.
Bench Warrant:	County Warrant Unit
JPO Request:	Juvenile Probation Office.

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**COUNTY  
AGENCIES**  
**Policies and Procedures**

**DOMESTIC RELATIONS**

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# County Agencies Policies and Procedures (Continued)

## Domestic Relations

1. Constables who serve a Bench Warrant(s) issued by Domestic Relations should first confirm that the Warrant is valid by contacting the Warrant Enforcement Bureau (WEB) or County Radio Room prior to taking defendant in custody.
  
2. Once the Defendant is in custody:
  - During regular business hours (Monday through Friday 8:30 am - 3:00 pm) The defendant should be brought to the **Chester County Justice Center at 201 West Market Street, West Chester, Pennsylvania.** The Constable should contact the Domestic Relations Office at **610-344-5380 /610-344-6216 to advise them who they have in custody and provide an ETA (Estimated Time of Arrival). Upon arrival at the Justice Center, the constables will contact the Sheriff's Control Room (610-344-6856), to gain access to the sally port (located in the rear alley).** Upon completion of the paper work by the DRO (**Domestic Relations Office**), the defendant will either be released **from lock-up** or taken to the Chester County Prison. Cost sheets shall be submitted to WEB for approval.
  
  - If arrest is after 3:00 p.m., the defendant should be taken to the Chester County Prison and the Cost Sheet should be submitted to WEB for approval.

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**COUNTY  
AGENCIES**  
**Policies and Procedures**

**MENTAL HEALTH  
MENTAL RETARDATION**

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# County Agencies Policies and Procedures (Continued)

## County of Chester

### Office of Mental Health and Mental Retardation

The Office of Mental Health and Mental Retardation request the services of a Constable in the event that a Bench Warrant has been recommended by the Mental Health Review Officer and been authorized by a Judge in the Chester County Court of Common Pleas.

#### Procedures

In the event that a Bench Warrant is issued, the Mental Health Court Coordinator will contact the Warrants Enforcement Office (WEB) to give due notice of the Court's recommendation. The Court Coordinator will then schedule the hearing on a Monday, Wednesday or Friday at 9:30 A.M. and present the Bench Warrant to the Court of Common Pleas and the WEB office.

On the day of the scheduled hearing the constables will transport the identified mental health consumer from their last known address, to the location of the hearing. The constables will remain with the identified person until the conclusion of the hearing. The constables continuing role in the events are based on the Mental Health Review Officer's (MHRO) decision in the commitment matter. There are two common outcomes:

1. The MHRO orders the consumer to continue on their current Court Ordered Commitment to treatment, and releases them to their daily treatment or to return home. In this case, the constable is responsible for transporting the consumer to the treatment facility or to their home.
2. The MHRO orders the consumer to be hospitalized. In the event of this outcome the constable is to remain with the consumer until the attending case manager has found an appropriate hospital placement. Once the arrangements have been finalized the constable will transport the consumer to the identified hospital.

In the event that any problems should arise, a contact number is located in the miscellaneous field on the Bench Warrant form, or the Court Coordinator may be contacted at (610) 344-6265.

All constable billing for a Mental Health hearing is recorded on the "County of Chester Constable Criminal Payment Sheet" (see Forms Section).

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**COUNTY  
AGENCIES**  
**Policies and Procedures**

**TREATMENT COURT**

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# County Agencies Policies and Procedures (Continued)

## TREATMENT COURT

*Including Drug Court, Recovery Court and Mental Health Court*

Constables who serve a Bench Warrant issued by a Common Pleas Judge for violations of Treatment Court should first confirm that the warrant is valid by contacting the Warrant Enforcement Bureau (WEB) or County Radio Room prior to taking the defendant into custody.

Treatment Court defendants appear for Reinforcement Hearings periodically in the Justice Center. If defendants fail to appear a Bench Warrant is issued for their arrest. A member of the Treatment Court Team will contact WEB and request that the defendant be taken into custody. This can be at the defendant's home, place of treatment or the Adult Probation/Parole Department.

Transportation for Treatment Court defendants is also needed when they are unsuccessfully discharged from a treatment facility and must return to Chester County Prison or in other circumstances as directed by the Court.

Many of the Treatment Court defendants are on some type of medication. Transporting Constables, when possible, should ask each defendant if they have a prescription. If they do, make sure it is a pill bottle with the defendant's name on it. The medication should be transported along with the defendant to the Chester County Prison so that the Medical Unit has some idea of the dosage.

A mental health court observation form ( Red Sheet ) is available through WEB and should accompany any known Mental Health Court defendant during any transport so that the receiving party will be aware of any behavioral or mental health issues or can be utilized in a civil commitment process.

Costs sheets should be submitted to WEB for approval.

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**COUNTY  
AGENCIES**

**Policies and Procedures**

**WEB  
FUNERAL TRANSPORT  
POLICY**

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# County Agencies Policies and Procedures (Continued)

## FUNERAL DETAILS

### I. PURPOSE

- A. The Chester County District Attorney's Warrant Enforcement Bureau will make all arrangements for the escort of prisoners to the funeral of a family member. This procedure will establish guidelines to be followed while conducting a prisoner funeral detail and the security measures that are required.
- B. The decedent must fit one of the following categories of relationship to the prisoner:
  - 1. Parents
  - 2. Children
  - 3. Brothers and Sisters
  - 4. Grandparents or Great Grandparents
  - 5. Other relatives or foster parents where there is demonstrable evidence that they acted as a parent for a significant part of the prisoner's life.

### II. PROCEDURE

- A. The W.E.B. Administrator or designee will assign Constables to perform any funeral detail upon the issuance of a court order. A fee of \$100.00 per constable plus mileage will be charged for the service unless a different fee is set by the Court for special circumstances. Said fee is to be prepaid to the Chester County Treasurer's Office.
- B. The W.E.B. Administrator or his/her designee will make arrangements for any necessary transport to and from the Chester County Prison.
- C. Constables shall be utilized to provide transportation and security to and from the funeral location unless otherwise directed by the court.
- D. The W.E.B. Administrator or his/her designee will be responsible to oversee all funeral details mandated by the courts and assigned to Constables for completion. The funeral detail supervisor will:

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## County Agencies Policies and Procedures (Continued)

1. Administer the prisoner funeral detail. See attached form/order.
2. Review all pertinent information regarding the funeral and verify:
  - a. Requestors phone number. Also, inform requestor of non-refundable fee, and that said fee will have to be paid to the Chester County Clerk of Courts 2 days prior to Funeral.
  - b. Verify decedent's death and relationship to the prisoner. Receive copy of Court order for detail and copy of receipt that fee has been paid.
  - c. Verify inmate's record. If prisoner has Out-of-State Detainers or Out-of-County Detainers they will not be permitted to attend the funeral.
  - d. If prisoner is a state inmate, the family must contact the state correctional institution where he is incarcerated to make arrangements.
3. The District Attorney's Office will review all requests for funeral transport prior to an order being submitted to the Court. The District Attorney's Office has the right to contest the order for cause. (See item F below)
4. Review the inmate's institutional record along with any other information to determine his/her security risks, and document all findings.
5. Inform the inmate's family, requesting person and the funeral director:
  - a. The transport vehicle must be parked close to the funeral building, near an entrance on the side or back of the building.
  - b. The visit to the Funeral Home should be approximately fifteen minutes, and is not to exceed thirty minutes under any circumstances.
  - c. Restraint devices will be utilized at all times. (Handcuffs may be concealed by a coat or jacket.)
6. Notify the local police agency of the detail. The local police agency will be permitted to have officers present if it desires.
7. Plan the route of travel to and from the funeral location. Determine the total time needed to complete the assignment.
8. Assign the appropriate number of constables, vehicles and equipment to conduct a safe and effective detail.

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## County Agencies Policies and Procedures (Continued)

9. Monitor the detail and be available for any unforeseen problems.
  10. Gather all reports, forms, receipts and documents placing them in a Funeral Detail File utilizing the docket number as a reference.
  11. Ensure the completion and submission of all cost sheets to the W.E.B. office for signature and submission to the Controllers Office.
- E. The Constables assigned to any funeral detail will:
1. Be selected by the District Attorney's W.E.B. Administrator and will ensure the security of the prisoner and the safety of the public.
  2. Constables will remain with the defendant at all times.
  3. Utilize both leg and hand restraints at all times during transport.
  4. Utilize a caged vehicle only.
  5. At the funeral location, allow the prisoner a private viewing with immediate family of the decedent prior to the arrival of other guests, if possible. See D(5)(b) for time.
  6. Restrict any prisoner involvement in the funeral service.
  7. Leg restraints may be removed prior to entering the funeral location at the constable's discretion. Hands/arms will remain secure.
  8. Leg restraint will be reattached prior to transport. This procedure should be completed out of the public view, if possible.
  9. Restrict any prolonged prisoner contact with friends or relatives. Constables shall conduct a thorough search of the defendant's person and clothing prior to leaving funeral home in a secured area.
  10. A prisoner will not be transported to the gravesite.
  11. All documents, reports and receipts will be submitted to the W.E.B. Administrator or his/her designee as soon as possible after the completion of the detail.
- F. If there is no opposition from the District Attorney, a transport order can be presented without them being present. However, if there is opposition or the District Attorney' Office wishes special terms & conditions, an emergency hearing will be scheduled before the sentencing Judge or in his/her absence the miscellaneous Judge.

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# County Agencies Policies and Procedures (Continued)

## REQUEST FOR FUNERAL TRANSPORT AND VERIFICATION FORM

Requesting party to complete questions 1 through 7

- 1) Inmate Name: \_\_\_\_\_ Inmate ID# \_\_\_\_\_
- 2) Decedent's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 3) Funeral Date & Time: \_\_\_\_\_
- 4) Place of View: \_\_\_\_\_
- 5) Funeral Home contact to verify arrangements: \_\_\_\_\_
- 6) Name of person requesting transport: \_\_\_\_\_
- 7) Relationship to Inmate: \_\_\_\_\_

\_\_\_\_\_  
Requesting Party Signature

\*\*\*\*\*

- 8) Chester County Prison Records contacted for information on detainer:  
Out of State: \_\_\_\_\_ Out of County: \_\_\_\_\_

If yes detainers from: \_\_\_\_\_

Charges: \_\_\_\_\_

- 9) Inmates record checked for disciplinary write ups: \_\_\_\_\_

- 9) Local Police Department contact about funeral:  
Department Name \_\_\_\_\_

- 11) Verification of fee paid to Clerk of Court: \_\_\_\_\_

\_\_\_\_\_  
W.E.B. Admin/designee

\_\_\_\_\_  
District Attorney's approval

---

# County Agencies Policies and Procedures (Continued)

COMMONWEALTH OF PENNSYLVANIA : IN THE COURT OF COMMON PLEAS  
VS. : CHESTER COUNTY, PENNSYLVANIA  
: CRIMINAL ACTION  
\_\_\_\_\_ : NO. \_\_\_\_\_

## **ORDER**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, upon the request of the above named defendant for a funeral transport, and after review by the Chester County District Attorney's Office, it is hereby **ORDERED**:

(1) that the Warrant Enforcement Bureau (W.E.B.) shall make all arrangements for the escort of the above named defendant for the funeral transport, consistent with the funeral policy set forth in the Chester County Constable Handbook;

(2) that the Warden of Chester County Prison shall deliver the above named defendant to the assigned Chester County Constable for the purpose of a funeral transport on \_\_\_\_\_;

(3) that the assigned Chester County Constable shall at all times follow the funeral policy set forth in the Chester County Constable Handbook;

(4) that the assigned Chester County Constable shall immediately return the above named defendant to Chester County prison, consistent with the funeral policy set forth in the Chester County Constable Handbook;

(5) that the costs of this transport shall be paid by the above name defendant, consistent with the funeral policy set forth in the Chester County Constable Handbook;

(6) that a copy of this Order shall be served upon the following:

- (a) District Attorney of Chester County.
- (b) Defendant / Defense Counsel.
- (c) W.E.B. Administrator.
- (d) Chester County Prison.

BY THE COURT:

\_\_\_\_\_  
J.

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**POTTSTOWN  
POLICE  
DEPARTMENT**

---

# County Agencies Policies and Procedures (Continued)

## Constable Handbook Committee

### Transporting defendants from Pottstown Police Dept.

In the course of time a constable will be asked to travel to the Pottstown Police department for the retrieval of a defendant. There are several different circumstances which will affect how the constable will be financially compensated for the service provided. The following is a breakdown of the 6 different possible circumstances and how a constable may charge the county for each situation which is at hand.

Pottstown Police Department has a 24 hour turnkey monitored holding cell which is utilized by Chester County Police departments. These departments are North Coventry PD., East Vincent PD., Spring City PD., East Coventry PD., West Vincent PD. When picking up defendants from Pottstown Police department the constable doing the transport is required to document which Chester County or Montgomery County agency made the arrest of the defendant. This will let the controller's office know if certain charges are permissible under the fee bill.

(1) **Defendants arrested by Montgomery County Police Dept.** (i.e.; Lower Pottsgrove PD., Pottstown PD. Upper Pottsgrove PD., West Pottsgrove PD. Amity PD., Douglass Twp. PD., Etc.)

(a) Chester County summary warrant(s).

1. Constable is to verify which Montgomery County PD. made the arrest and note that dept. on the cost sheet.
2. Constable **may** charge mileage from issuing authority to Pottstown PD and back to issuing authority.
3. Constable may charge out of county time starting from the time dispatched to the time of return of completed job. (Only when taking custody of defendant and transporting to District Court for summary arraignment for failure to post collateral.)
4. Constable may only charge mileage and warrant fee when defendant has monies to satisfy warrant.

(b) Chester County criminal warrant(s).

1. Constables are **NOT** permitted to pick up defendants on criminal warrants. (See Constable Handbook section.....)

(c) Chester County Court of Common Pleas Bench Warrant(s).

1. Constable is to verify which Montgomery County PD. made the arrest and note that dept. on the cost sheet.
2. Constable(s) may charge out of county time and mileage from the time of dispatch to return of completed job.

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# County Agencies Policies and Procedures (Continued)

## Constable Handbook Committee

- (2) **Defendants arrested by Chester County Police dept.**
- (a) New Police criminal complaint.
    - 1. Constable is to verify which Chester County PD. made the arrest and note that dept. on the cost sheet.
    - 2. Constable(s) may transport defendant to District Court for arraignment.
    - 3. **No** out of county time charges are permissible.
  - (b) Chester County criminal warrant(s).
    - 1. Constable(s) may transport defendant to District Court for arraignment.
    - 2. **No** charge for warrant is permissible; Police dept. representative shall sign off on warrant. (If no warrant is present at time of pick-up, then a fax copy shall be sent to District Court by W.E.B. and signed by transporting Constable(s).)
    - 3. **No** out of county time charge is permissible.
    - 4. Mileage from issuing authority to Pottstown Police Dept. and return to issuing authority **is** permissible.
  - (c) Chester County Court of Common Pleas Bench Warrant(s).
    - 1. Defendant arrested by a northern Chester County Police agency. Utilizing Pottstown's lock-up shall be picked up and taken directly to Chester County Prison or Domestic Relations (if during normal business hours).
    - 2. **No** out of county time charge is permissible.
    - 3. Mileage from W.E.B. to Pottstown Police Dept. to CCP back to W.E.B. **is** permissible.

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**CHESTER COUNTY CONSTABLES**

**GUIDELINES  
FOR  
PRISONER TRANSPORT  
AND HOSPITAL DETAIL**

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# County Agencies Policies and Procedures (Continued)

The following information is to operate as a guideline for the handling of prisoners when conducting the transport and hospital duties.

## TRANSPORTS

### Hospital Transports and Medical Appointments

- 1) The Central Control Officer in communication with the courts will appoint two (2) constables to the transport. The transporting official will be notified of the appointment date, pick-up time and time of appointment. In the event of an emergency transport requiring immediate response, two (2) officers from the prison would be assigned to conduct the transport to the hospital.
- 2) Transporting officials **must** fill out, in full, all transport papers regarding the inmate and transport destination. In the event the inmate is being transported by Constables, the transport official will be required to sign the “Daily Outgoing Report” log booklet. This book is to be signed when taking custody of the prisoner as well as at the time of return. **(Each transport official is required to sign for themselves)**
- 3) The inmate will be brought to the receiving room where he/she will be pat searched by prison personnel and restrained using the following restraint devices:
  - (a) Restraining belt
  - (b) Handcuffs
  - (c) Leg shackles
- 4) While on transport the inmate will remain in restraint devices at all time unless the medical provider needs them removed to perform treatment or X-rays. The inmate is to remain in the custody of the transporting official(s) at all times.
- 5) The transporting official will keep in touch with the prison via telephone to keep us abreast of the inmate’s status.
- 6) In the event that any unusual occurrence happens during the transport, a well documented report needs to be written and faxed to the prison (Central Control) prior to the official going off duty. **Fax: (610) 793-3473**

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# County Agencies Policies and Procedures (Continued)

## INMATE TRANSPORT

The prison has two transport custody protocols, Cleared and Non-Cleared inmates.

Generally those inmates that are housed in the Work Release Facility are inmates that have a Custody Level 1 or 2 status and are cleared. These are prisoner that have been sentenced and have been elevated to a status whereby they may be either working or working on the County property under direct supervision.

Those inmates that are housed in the main part of the facility are custody level 3 (Minimum), custody level 4 (Medium) & custody level 5, 6 & 7 (Maximum) security inmates and are not cleared. They will always require a minimum of two (2) officials.

1. Inmates with a **Non-Cleared Status** are to be transported by two officials, one of whom should be armed as a safety precaution. (Exception may be approved by the Duty Officer)
  - A. When a female Inmate is being transported, and fits the above criteria at least one female Correctional officer is required to conduct the transport. We strongly recommend that transporting Constables utilize at least one female Constable when transporting female inmates.
2. Depending on their legal status, Inmates with a **Cleared Status** will be transported by one or two officials. The nature of their charges, bail, and sentence will determine the procedure, which will be followed for the transport.
  - A. When a female Inmate is being transported, and fits the above criteria at least one female Correctional officer is required to conduct the transport. We strongly recommend that transporting Constables utilize at least one female constable when transporting female inmates.

**NOTE:** These procedures will be followed by all transport authorities.

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# County Agencies Policies and Procedures (Continued)

## HOSPITAL POST ORDERS AND REGULATIONS

### CHESTER CO. HOSP., BRANDYWINE HOSP., MEDICAL CENTERS, ETC.

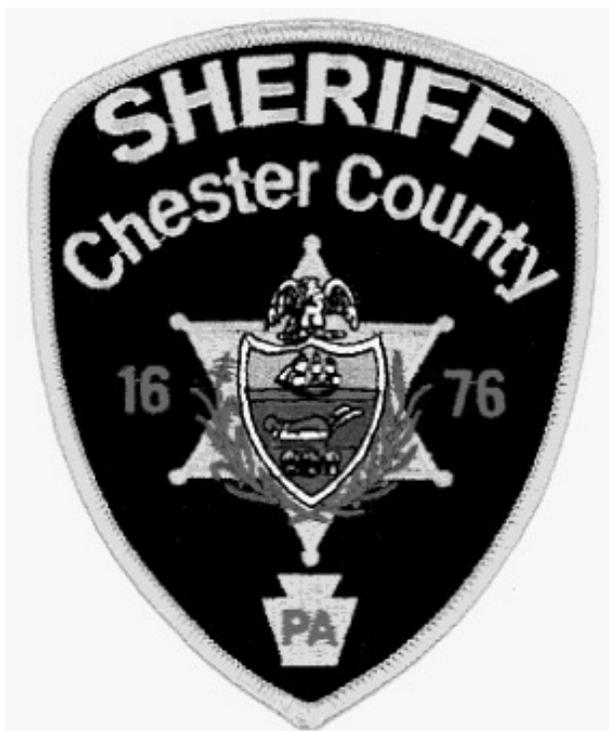
1. Chester County Prison (Central Control) will notify the local Police Department and Hospital Security of admission of inmates. This should include a current photo of said inmate if possible.
  - Chester County Hospital – West Chester P.D. & West Goshen P.D.
  - Brandywine Hospital – West Brandywine Twp. P.D.
2. The Constable reporting for duty will report in uniform or clothing clearing identifying them as a Pennsylvania State Constable. The Constable will report to the Nurses Station and introduce himself to the Nurse on Duty. He will also present his Constable I.D. The Constable shall notify the Security Office via phone of his presence in the building.
3. The inmate will be secured with restraining devices at all times. (Exceptions will be approved by the Prison Administration or Duty Officer)
  - Handcuffs, Leg Shackles and Cuff Key will be provided by the prison. This key is to be turned over to the Officer's relief.
  - If the inmate is admitted to the hospital, he/ she is to be restrained to the bed by use of the leg shackles.
4. The Officer is not to leave the inmate unless properly relieved. In the event of an emergency the security official is to contact the Hospital Security and the Prison (Central Control) immediately.
5. A secure call is to be placed, by the officer on post, to Chester County Prison Central Control every hour between 18:00 hours and 07:00 hours. **(610) 793-1510 ext. "0"**
6. When an inmate has been discharged from the hospital or returned to the prison, it is the responsibility of the Constable to return all equipment to the prison.
7. Visits will be allowed in accordance to the Hospital/Prison policy. Only Immediate Family members are allowed to visit. (THIS INCLUDES Spouse, Parents, Brothers, Sisters, and Children.). All other exceptions must be approved by the Prison Administration or Duty Officer. A copy of the approved visit list will provided by the Counselor.

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## County Agencies Policies and Procedures (Continued)

8. The inmate must be classified and have a visiting card at the Prison. Central Control will be responsible to see that there is a card provided for that particular inmate. Visitors and children over 12 must have identification.
9. Newly committed inmates must have a visiting card on file at the Prison. If there is no current visiting card, via telephone the card will be completed by his (her) counselor and approved by the security department.
10. The official on duty will then receive an approved visitor list from the security and treatment departments. Officials must ensure that all visits are properly documented.
11. Visitation should correspond with the inmate's normal visiting days according to his/her classification, which will be listed on the visiting card that is provided by the Counselor. The security department will approve the hours and any exceptions in accordance with the hospital visiting hours and procedures.
12. Every hospitalized inmate will be evaluated individually by the Security Department. All questions should be addressed to the Duty Officer or highest ranking available supervisor (Central Control).
13. The official is responsible to supply his or her own meal while on duty at the hospital. (The Officer may make arrangements to purchase a meal at the hospital.)
14. The official on duty is not permitted personal visits. (All exceptions must be approved by Prison Administration or Duty Officer.)
15. In the event that any unusual occurrence happens during the transport, a well documented report needs to be written and faxed to the prison (Central Control) prior to the official going off duty. **Fax: (610) 793-3473**

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**COUNTY  
AGENCIES**  
Policies and Procedures

**SHERIFF DEPARTMENT**

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## County Agencies Policies and Procedures (Continued)

### CONSTABLE'S ENTRY AND EXIT PROCEDURE SHERIFF'S OFFICE POLICY 6.01,G-I (EXIT & ENTRY) PRISONER HOLDING AREA SECURITY

- G. Constables or transporting personnel will see that the following procedures are followed when prisoners are transported to the Justice Center's Magisterial District Justice Court.
1. When appropriate, transport units will notify the Control Room when departing a detention facility and furnish an approximate arrival time.
  2. Prisoner transport units will announce their arrival via phone communication (entry ramp phone) and enter the courthouse through the access ramp to the basement Sally-port, prisoner holding area.
  3. After entry, Constables/transport personnel should ensure the Sally-port entry door is secure and the prisoner's restraints are checked.
  4. Constables/transport personnel will exit their vehicle and secure their weapons in a Sally-port lock box prior to removing prisoners from the transport vehicle.
  5. Constables/transport personnel will move their prisoner(s) from their transport vehicle, enter the Prisoner Holding Area, and identify each prisoner to the Control Room Deputy.
  6. Deputies/turnkeys will move the Constable's/transport personnel's prisoner(s) to a holding cell.
  7. Constables/transport Personnel will exit the holding area to the Sally-port and recover their weapons from the Sally-port lock box.
  8. Constables/transport personnel will re-enter their vehicle and exit the Sally-port when all vehicle and pedestrian traffic is clear.
- E. Constables/transport personnel assigned to or using the Justice Center's Magisterial District Justice Court will see that the following procedures are followed when requesting prisoners from the Sheriff's Office Prisoner Holding Area.

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## County Agencies Policies and Procedures (Continued)

1. After completing the delivery of their prisoner(s) as outlined in paragraph G, the Constables/transport personnel will enter the Justice Center through the Market Street entrance complying with all required security checks.
  2. Constables/transport personnel will enter the Magisterial District Justice Court and when prepared, request their prisoner(s) by notifying the Control Room Deputy.
  3. Deputies/turnkeys will move the requested prisoner(s) to the transport elevator and move them to the MDJ court.
  4. Constables/transport personnel will accept their prisoner(s) at the elevator door and move them to the courtroom or prisoner holding cell outside the MDJ court.
  5. Prisoner(s) who have completed their MDJ court proceedings will be returned to the MDJ court prisoner holding cell
  6. Constables/transport personnel will notify the Control Room Deputy that the prisoner(s) are ready for return to the Prisoner Holding Area.
  7. Deputies/turnkeys will mover the secure elevator to the MDJ court, recover the prisoner(s) and return them to the basement Prisoner Holding Area.
- F. Constables or transport personnel will see that the following procedures are followed when transporting prisoners **from** the Justice Center's Magisterial District Justice Court.
1. When Constables/transport personnel have completed their court business they will notify the Control Room Deputy requesting their prisoner(s) be prepared for transport.
  2. Constables/transport personnel will exit the building and move their transport vehicle to the Sally-port entrance and notify the Control Room Deputy of their arrival.
  3. Constables/transport personnel will enter the Sally-port and secure their weapons in a Sally-port lock box before entering the Prisoner Holding Area.

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## County Agencies Policies and Procedures (Continued)

4. Deputies/turnkeys will move Constable's/transport personnel's prisoner(s) to the Prison Holding Area - Sally-port exit.
5. Constables/transport personnel receiving their prisoner(s) should check the prisoner(s) restraints prior to moving them to the transport vehicle.
6. Constables/transport personnel will place their prisoners into the transport vehicle prior to recovering their weapons from the Sally-port lock box.
7. Constables/transport personnel will indicate their readiness to leave the Sally-port to the Control Room Deputy and request the door be opened.
8. Constables/transport personnel may exit the Sally-port when the ramp is clear of vehicle traffic or personnel.

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**APPENDIXES**

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# Appendixes (Continued)

PRIOR PRINTER'S NOS. 315, 1356, 1748

PRINTER'S NO. **1780**

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THE GENERAL ASSEMBLY OF PENNSYLVANIA

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## SENATE BILL

**No. 303** Session of 2005

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INTRODUCED BY PILEGGI, PUNT, GREENLEAF, ERICKSON, THOMPSON,  
RHOADES, WOZNIAK, TOMLINSON, KITCHEN, WONDERLING,  
TARTAGLIONE, LOGAN, KASUNIC, MUSTO, WAUGH, LEMMOND, RAFFERTY  
AND STOUT, FEBRUARY 15, 2005

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AS REPORTED FROM COMMITTEE ON JUDICIARY, HOUSE OF  
REPRESENTATIVES, AS AMENDED, APRIL 25, 2006

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AN ACT

1 Amending Title 42 (Judiciary and Judicial Procedure) of the  
2 Pennsylvania Consolidated Statutes, further providing for  
3 fees for constables.

4 The General Assembly of the Commonwealth of Pennsylvania  
5 hereby enacts as follows:

6 Section 1. Section 2950 of Title 42 of the Pennsylvania  
7 Consolidated Statutes, amended November 30, 2004 (P.L.1618,  
8 No.207), is amended to read:

9 § 2950. Fees.

10 (a) Travel or mileage.--Actual mileage for travel by motor  
11 vehicle shall be reimbursed at a rate equal to the highest rate  
12 allowed by the Internal Revenue Service. If travel is by other  
13 than motor vehicle, reimbursement shall be for actual  
14 vouchered travel expenses.

15 (b) Apportionment.--If more than one defendant is  
16 transported simultaneously, reimbursements shall be for actual

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## Appendixes (Continued)

1 miles traveled, and the travel cost shall be divided between or  
2 among the defendants.

3 (c) Additional persons.--A constable or deputy constable  
4 when he is transporting a prisoner, serving a felony or  
5 misdemeanor warrant or  
6 serving a warrant on a juvenile or a defendant of the opposite  
7 sex may, at his discretion, be accompanied by a second constable  
8 or deputy constable who is certified under section 2947  
9 (relating to automatic certification) to perform judicial  
10 duties. In such cases, each officer shall receive the fee set  
11 out in this section. In all other civil, landlord-tenant and  
12 summary criminal cases, the issuing authority may authorize  
13 payment to a second officer.

14 (d) Civil and landlord-tenant cases.--In civil and landlord-  
15 tenant cases, constable fees must be paid in advance to the  
16 court for services desired to be performed. These fees shall not  
17 be refundable to the plaintiff if a case is settled or a debt is  
18 satisfied less than 48 hours prior to a scheduled sale or  
19 ejection, in which latter case the constable or deputy  
20 constable shall be paid for holding the sale or carrying out an  
21 ejection, respectively.

22 (e) Payment.-- All civil, landlord-tenant and criminal  
23 fees shall be paid by the court to the constable as soon as  
24 possible and in no case not more than 15 days in civil and  
25 landlord-tenant cases and 30 days in criminal cases after the  
26 service is performed and a proper request for payment is  
27 submitted, provided that, in criminal cases where the books and  
28 accounts of the relevant county offices are payable on a monthly  
29 basis, payment shall be made not more than 15 days after the  
30 close of the month.

---

## Appendixes (Continued)

20 (f) Civil and landlord-tenant cases.--Fees in civil and  
21 landlord-tenant cases shall be as follows:

22 (1) For serving complaint, summons or notice on suitor  
23 or tenant, either personally or by leaving a copy, \$13, plus  
24 \$5 for each additional defendant at the same address, \$2.50  
25 for each return of service, plus mileage.

26 (2) For levying goods, including schedule of property  
27 levied upon and set aside, notice of levy, and return of  
28 service, \$75, plus mileage.

29 (3) For advertising personal property for public sale,  
30 \$7 per posting (maximum of \$21), plus mileage, plus actual  
1 cost of advertising.

2 (4) For selling goods levied, clerk, receipts and  
3 returns to court, \$85, plus mileage.

4 (5) For making return of not found, \$13, plus mileage.  
5 Payment shall be limited to three returns of not found.

6 (6) For executing order of possession, \$13, plus \$5 for  
7 each additional defendant at the same address, \$2.50 for each  
8 return of service, plus mileage.

9 (7) For ejectment, \$90, \$2.50 for each return of  
10 service, plus mileage.

11 (8) For making any return of service other than not  
12 found, \$2.50 each.

13 (9) For providing courtroom security as ordered, \$13 per  
14 hour, assessed against one or more parties as determined by  
15 the court.

16 (10) Actual mileage for travel by motor vehicle shall be  
17 reimbursed at the rate equal to the highest rate allowed by  
18 the Internal Revenue Service. If travel is by other than  
19 motor vehicle, reimbursement shall be for actual vouchered  
20 travel expenses.

21 (g) Criminal cases.--Fees in criminal cases shall be as  
22 follows:

23 (1) For executing each warrant of arrest, or for

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## Appendixes (Continued)

24 effectuating the payment of fines and costs by attempting to  
25 execute each warrant of arrest,  
26 \$25 for each docket number, and \$2.50 for each return of  
27 service, plus mileage.

**What constitutes an attempt of effectuating a warrant? (mail, sticker)  
Clarification on how many constables may get paid for each docket  
number.**

28 (2) For taking custody of a defendant, \$5 per defendant.  
29 (3) For conveyance of defendant to or from court, \$5 per  
30 defendant.  
1 (4) For attendance at arraignment or hearing, \$13.  
3 (5) For executing discharge, \$5 per defendant.  
4 (6) For executing commitment, \$5 per defendant.  
5 (7) For executing release, \$5 per defendant.  
6 (8) For making returns to the court, \$2.50.  
6 (9) Transporting each  
7 NONINCARCERATED DEFENDANT to jail, \$17, plus mileage;  
8 transporting an incarcerated prisoner, \$38 per prisoner, plus  
9 an hourly rate of 13 per hour, plus mileage. Computation of  
10 hourly rate will apply after the expiration of the first  
11 hour, per prisoner, per hour, not to exceed \$26 per hour, per  
12 constable.

**Does transport mean actual transport time or from the time the defendant  
is taken into custody until commitment or discharge?**

13 (10) RECEIPT OF THE FEES FOR TRANSPORTING A  
14 NONINCARCERATED DEFENDANT UNDER PARAGRAPH (9) SHALL NOT  
15 EXCLUDE RECEIPT OF THE FEES UNDER PARAGRAPHS (6) AND (8) FOR  
16 THAT TRANSPORT.

17 (11) RECEIPT OF THE FEES FOR TRANSPORTING AN  
18 INCARCERATED PRISONER UNDER PARAGRAPH (9) SHALL EXCLUDE  
19 RECEIPT OF THE FEES UNDER PARAGRAPHS (2), (3), (4) AND (7)  
20 FOR THAT TRANSPORT.

21 (12) Actual mileage for travel by motor vehicle  
22 shall be reimbursed at the rate equal to the highest rate  
23 allowed by the Internal Revenue Service. If travel is by

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## Appendixes (Continued)

24 other than motor vehicle, reimbursement shall be for actual  
25 vouchered travel expenses.

26 (13) For conveying defendants for fingerprinting,  
27 \$17 per defendant, plus \$13 per hour beyond the first hour  
28 per defendant, per hour, not to exceed \$26 per hour, per  
29 constable, plus mileage.

30 (14) For holding one or more defendants at the  
1 office of a magisterial district judge, \$13 per hour, per  
2 defendant, beyond the first half hour. **For any reason??**

**Waiting for bail, hearing, and MDJ to arrive at the court.**

3 (15) For courtroom security, as ordered, \$13 per  
4 hour, assessed against one or more parties as determined by  
5 the court.

6 (16) In all criminal cases wherein the defendant is  
7 discharged or indigent, or the case is otherwise dismissed,  
8 the court shall assess to the county the fee provided in this  
9 section, except that, in cases of private criminal complaints  
10 wherein the defendant is discharged prior to the indictment  
11 or the filing of any information or the case is otherwise  
12 dismissed at the summary offense hearing, the court shall  
13 assess the fee to the affiant.

14 (h) Subpoenas.--For serving district court-issued subpoenas  
15 for civil, landlord-tenant or criminal matters, \$13 for first  
16 witness, plus \$5 for each additional witness at the same  
17 address, \$2.50 return of service for each subpoena, plus  
18 mileage. The same fee shall be payable for attempting to serve a  
19 subpoena at a wrong address supplied by the party requesting the  
20 service.

21 (i) Similar fees.--For civil, landlord-tenant and criminal  
22 services not specifically provided for, the court shall pay the  
23 same fees as it pays for services that it determines to be  
24 similar to those performed.

25 Section 2. This act shall take effect in 60 days.

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# Appendixes (Continued)

## **REQUIREMENTS FOR REGISTRATION**

### **File with District Justice Administration**

1. Provide proof of election or appointment
2. Provide Oath of Office
3. Provide proof of PCCD training and certification
4. Provide proof of firearm certification if applicable
5. Provide verification that all forms required by the office of the Chester County Controller has been filed. These forms include W-9 and Proof of Insurance.
6. Submit proof of contractual relationship as an independent contractor with the County of Chester.
7. Provide completed Constable Information Form (see Forms Section)
8. Provide copy of Child Certification Clearance
9. Sign Criminal Records check waiver (See Forms Section)
10. Provide proof of valid PA drivers license
11. Proof of Motor Vehicle Insurance

### **File with the Clerk of Courts**

12. Copy of Certificate of Election
13. Oath of Office
14. Constable Bond - Clerk of Courts form
15. Proof of Insurance

---

## Appendixes (Continued)

### Clerk of Court procedures:

- When elected constable receives his/her certificate of election from Voter Services, the constable should file a copy of the certificate of election with the Clerk of Courts. They should also fax a copy to PCCD; the Clerk of Courts does not fax certificates of election to PCCD.
- Clerk of Courts will notify constables of date of the swearing in ceremony.
- Constables must bring their certificate of election to the swearing in.
- The Clerk of Court will notify the Constables when the copy of the oath of office may be obtained following the swearing-in ceremony
- Constable Bond: Constables are to purchase a bond (good for the entire term the constable is in office) in the amount established by the President Judge. The bond amount is presently \$3,000. The original bond must be signed by the constable, witnessed and filed with the Clerk of Courts. There is a filing fee to file the bond.
- Constable Insurance: Constables who intend to perform work for the County must purchase insurance in the amount set by the Commonwealth (See Act 44, Appendix A). After the constable has completed training for certification with PCCD, the constable must file a copy of his/her proof of insurance with the Clerk of Courts. The Clerk of Courts will fax the proof of insurance to PCCD. The Clerk needs either the constable's PCCD certification number or his/her Social Security number in order for PCCD to accept the faxed proof of insurance. After PCCD has received the fax, it will issue the certification number to a new constable or activate the status of a constable who already has a PCCD number. If a constable's insurance lapses, PCCD will deactivate the constable's status until a current proof of insurance is faxed to PCCD by the Clerk of Courts.

#### Fax to PCCD:

- Proof of Election/Court Order for appointment
- Oath of Office

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**FORMS**

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## Forms (Continued)

### Forms Section

- 5.1 Criminal Payment Sheet (Cost Sheet)
- 5.2 Criminal Recapitulation Sheet
- 5.3 Civil Recapitulation Sheet
- 5.4 Children, Youth and Families Payment Form
- 5.5 Server Fee Notice
- 5.6 PA Child Abuse Clearance Form
- 5.7 Criminal Records Check waiver form
- 5.8 Constable/Deputy Constable Information sheet
- 5.9 Deputy Constable Petition Notification
- 5.10 Constable/Deputy Constable Petition
- 5.11 Constable Bond
- 5.12 Juvenile Transport Payment Sheet with instructions
- 5.13 Warrant - (warrant return section)
- 5.14 W-9 Form

**County of Chester  
Constable Criminal Payment Sheet**

Inv #:

Constable Name \_\_\_\_\_

Docket # \_\_\_\_\_

District Court/Issuing Authority \_\_\_\_\_

Date of Service \_\_\_\_\_ Time of Service \_\_\_\_\_

Defendant's Name \_\_\_\_\_

Time of Custody From: \_\_\_ a.m./p.m. To: \_\_\_ a.m./p.m.

Location of Service \_\_\_\_\_

District Justice/Judge \_\_\_\_\_

Second Constable \_\_\_\_\_

OTN # \_\_\_\_\_

In Custody  Out of Custody

Add'l Prisoners in Custody \_\_\_\_\_

WARRANT WAS: Mailed  Served in Person  Other

<b>SERVICE</b>	<b>FEE</b>	<b>HOURLY</b>
----------------	------------	---------------

WARRANT.....\$15.00 [ ]  
 RELEASE FROM \_\_\_\_\_ 5.00 [ ]  
 CUSTODY ..... 5.00 [ ]  
 CONVEY TO DJ ..... 5.00 [ ]  
 ATTENDANCE AT HEARING ..... 5.00 [ ]  
 CONVEY TO JAIL \_\_\_\_\_ 5.00 [ ]  
 CONVEY TO \_\_\_\_\_ 5.00 [ ]  
 COMMITMENT..... 5.00 [ ]  
 DISCHARGE ..... 5.00 [ ]  
 CONVEY TO FINGERPRINTING ..... 5.00 [ ]  
 ATTENDANCE AT FINGERPRINTING ..... 10.00 [ ]  
 SUBPOENA ..... 10.00 [ ]  
 ..... 10.00 [ ]  
 ADDITIONAL WITNESSES \_\_\_\_\_ @ \$2.50 .....\$ \_\_\_\_\_  
 RETURN OF SERVICE ..... 2.50 [ ]  
**SUBTOTAL SERVICE FEES .....\$ \_\_\_\_\_**

**EXPENSES (Receipts required):**

Defendant(s) Only  
 Meals - (7.50 max) .....\$ \_\_\_\_\_

TOLLS .....\$ \_\_\_\_\_

**MILEAGE:**

From:	To:	Miles	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Total Mileage : \_\_\_\_\_ @current IRS rate .....\$ \_\_\_\_\_

**SUBTOTAL EXPENSES .....\$ \_\_\_\_\_**

**MAINTAINING CUSTODY OF DEFENDANT  
WHILE WAITING FOR D.J. AT THEIR COURT  
(EXPLANATION REQUIRED)**

Start \_\_\_ a.m./p.m. Finish \_\_\_ a.m./p.m.  
 \_\_\_\_\_ hrs. @ \$10.00/hr.= \$ \_\_\_\_\_

**COURTROOM SECURITY**

Start \_\_\_ a.m./p.m. Finish \_\_\_ a.m./p.m.  
 \_\_\_\_\_ hrs. @ \$10.00/hr. = \$ \_\_\_\_\_

**TRANSPORTS OUT OF COUNTY**

Start \_\_\_ a.m./p.m. Finish \_\_\_ a.m./p.m.  
 \_\_\_\_\_ hrs. Less 1/2 hr. per @ \$10.00/hr. = \$ \_\_\_\_\_  
 conveyance per defendant in custody

**ATTENDANCE AT HEARING OVERTIME**

Start \_\_\_ a.m./p.m. Finish \_\_\_ a.m./p.m.  
 \_\_\_\_\_ hrs. Less 1/2 hr. per @ \$10.00/hr. = \$ \_\_\_\_\_  
 defendant in custody

**SUBTOTAL HOURLY .....\$ \_\_\_\_\_**

**SUBTOTAL SERVICE FEES .....\$ \_\_\_\_\_**

**SUBTOTAL EXPENSES .....\$ \_\_\_\_\_**

**SUBTOTAL HOURLY .....\$ \_\_\_\_\_**

**TOTAL CLAIMED .....\$ \_\_\_\_\_**

**CONTROLLER'S ADJUSTMENTS .....\$ \_\_\_\_\_**

**TOTAL AMOUNT APPROVED .....\$ \_\_\_\_\_**

I, THE UNDERSIGNED CONSTABLE, CERTIFY THAT I PERFORMED THE SERVICES LISTED ABOVE. I VERIFY THAT THE STATEMENTS MADE IN THIS COST SHEET ARE TRUE AND CORRECT AND IN ACCORDANCE WITH COUNTY POLICY. I UNDERSTAND THAT FALSE STATEMENTS MADE HEREIN ARE SUBJECT TO THE PENALTIES OF 18 PA C.S. 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES AND CONFORM TO THE FEES AS PUBLISHED.

DATE \_\_\_\_\_ CONSTABLE/DEPUTY \_\_\_\_\_

\_\_\_\_\_ DISTRICT JUSTICE \_\_\_\_\_

EXPLANATIONS (Please use this space to describe any unusual charges not covered under current county policy.)





**CONSTABLE PAYMENT SHEET  
for  
CHESTER COUNTY CHILD TRANSPORTS**

Constable Name: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Time of Service: \_\_\_\_\_

Second Constable: \_\_\_\_\_ Time of Custody:  
From: \_\_\_\_\_ am/pm  
To: \_\_\_\_\_ am/pm

**Service Fee:**

Subtotal Service Fees: \$ 22.50

**Reason for Request (to be completed by  
Caseworker or Supervisor):**

**Out of County Transport:**

Start: \_\_\_\_\_ am/pm Finish: \_\_\_\_\_ am/pm

\_\_\_\_\_ Hours – less ½ hour per child in custody

@ \$10.00/hour = \$ \_\_\_\_\_

**Mileage:**

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Total Mileage: \_\_\_\_\_ @ current IRS Rate \$ \_\_\_\_\_

**Expenses (Receipts Required) Child only**

Meals – Breakfast or Lunch (max \$5.00)..... \$ \_\_\_\_\_

Meals – Dinner (max \$10.00)..... \$ \_\_\_\_\_

Tolls..... \$ \_\_\_\_\_

Total:..... \$ \_\_\_\_\_

Grand Total Claimed..... \$ \_\_\_\_\_

\_\_\_\_\_  
**Constable's Signature**

\_\_\_\_\_  
**Caseworker's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Director's Signature**

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF: **CHESTER**

**SERVER FEE NOTICE**

Mag. Dist. No.:	<b>15-2-05</b>
DJ Name: Hon.	<b>CHESTER F. DARLINGTON</b>
Address:	<b>1558 PAOLI PIKE WEST CHESTER, PA</b>
Telephone:	<b>(610) 430-1966      19380-6123</b>

DEFENDANT: **VS.**  
NAME and ADDRESS

**SERVER :**

Docket No.:	
Date Filed:	



THE FOLLOWING SERVER HAS BEEN REFERRED TO THE COUNTY FOR PAYMENT:

**SERVER**

MILEAGE	<b>\$.00</b>	AMOUNT PER MILE	<b>\$.000</b>	MILES	<b>-0</b>
		NUMBER OF CASES SHARING MILEAGE FEE		<b>1</b>	
SERVER FEES	<b>\$70.00</b>	DESC	<b>EVICTON FEE</b>		
MISC EXPENSE	<b>\$.00</b>	DESC			
MISC EXPENSE	<b>\$.00</b>	DESC			

**TOTAL AMOUNT**

5/13/04 Date

My commission expires first Monday of January, 2008 .



NAME ENTERED: 5/13/04 4:12:27 PM

# PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

### CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

## SECTION I APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANTS FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME  
  
STREET  
  
CITY, STATE  
ZIP CODE

SOCIAL SECURITY NUMBER		
AGE	DATE OF BIRTH	DAYTIME PHONE NO.
SEX <input type="checkbox"/> M <input type="checkbox"/> F		COUNTY YOU LIVE IN

### PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

### PURPOSE OF CLEARANCE (Check ONE block ONLY)

<input type="checkbox"/> CHILD CARE	<input type="checkbox"/> VOLUNTEERS-A copy of your PROCESSED 'Request for Criminal Record' (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258).	<input type="checkbox"/> CWEP (Community Work Experience Program Participant)
<input type="checkbox"/> FOSTER CARE		
<input type="checkbox"/> ADOPTION		
<input type="checkbox"/> SCHOOL		

SIGNATURE OF CAO REP \_\_\_\_\_

CAO PHONE NO \_\_\_\_\_

### PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

- 1.
- 2.
- 3.
- 4.

### HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

## SECTION II RESULTS OF HISTORY CHECK

APPLICANT IS **NOT** LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.       APPLICANT **IS** LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).

STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.		3.	
2.		4.	

VERIFIER \_\_\_\_\_

DATE \_\_\_\_\_

VERIFIER'S SUPERVISOR \_\_\_\_\_

DATE \_\_\_\_\_

## SECTION III

## VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

\_\_\_\_\_ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

## PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

## PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

## FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

\_\_\_\_\_  
VERIFIER\_\_\_\_\_  
DATE\_\_\_\_\_  
VERIFIER'S SUPERVISOR\_\_\_\_\_  
DATE

**Criminal Records Check Waiver Form**

TO: \_\_\_\_\_

REFERENCE: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize and request the release to the Chester County District Attorney's Office, West Chester, PA. any information and/or records of any criminal convictions pertaining to me. I hereby release, and agree to hold harmless, any individual, corporation, or other entity, whether private or public, including Chester County, from any claims or liabilities arising out of the disclosure of the aforesaid information, including, but not limited to, any errors in such information.

\_\_\_\_\_ Name

\_\_\_\_\_ Witness

\_\_\_\_\_ Date

Chester County  
Constable/ Deputy Constable Information Sheet

Constable                   Deputy Constable                   (Check one)

Full Time                   Part Time                   (Check one)

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Beeper Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Nextel Direct Number: \_\_\_\_\_

Municipality: \_\_\_\_\_ Elected       Appointed       Term Expires \_\_\_\_\_

Email Address: \_\_\_\_\_

PCCD Number: \_\_\_\_\_      Chester County Constable Number: \_\_\_\_\_

I am a Deputy Constable for : \_\_\_\_\_

I have the following Deputy Constable (s): \_\_\_\_\_

Number to be given to the public for contact purposes: \_\_\_\_\_

List the District Courts/ County Agencies you shall be receiving work from: \_\_\_\_\_  
\_\_\_\_\_

Are you a member of the Chester County Constable Association?:      Yes                   No

- **If any of the above information changes, please contact DJ Administration within 72 hours. Failure to report changes may result in ineligibility to receive work from the County of Chester.**

I, the undersigned Constable/Deputy, verify that the statements made on this sheet are true and correct and in accordance with County policy. I understand that false statements made herein are subject to the penalties of PA C.S. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Constable/ Deputy Constable

\_\_\_\_\_  
Date

\*\*\*\*\*  
Detach \_\_\_\_\_ Detach

Name : \_\_\_\_\_

DOB: \_\_\_\_\_

Social Security number: \_\_\_\_\_

**This information is for Official Use only; it is not for the public use or disclosure**



**TO: DISTRICT JUDGE/ COUNTY AGENCY**  
**FROM: DISTRICT JUSTICE ADMINISTRATION**  
**RE: DEPUTY CONSTABLE PETITION NOTIFICATION**

Pennsylvania State Constable \_\_\_\_\_ of \_\_\_\_\_  
(municipality) has received a Deputy Constable petition packet from District Justice Administration.

In accordance with the Chester County Constable guidelines, District Justice Administration is providing notification to you and requesting your input as to justification for need.

Please provide your comments and/or statistical data in the space below. This form should be returned to the petitioner.

Comments:

District Judge Signature: \_\_\_\_\_

IN RE: APPROVAL OF : IN THE COURT OF COMMON PLEAS  
APPOINTMENT OF : CHESTER COUNTY, PENNSYLVANIA  
\_\_\_\_\_  
AS DEPUTY CONSTABLE  
FOR THE \_\_\_\_\_:  
OF \_\_\_\_\_: MISC. NO.

**P E T I T I O N**

AND NOW COMES \_\_\_\_\_ Constable of  
\_\_\_\_\_, Chester County, Pennsylvania and petitions your

Honorable Court as follows:

1. Petitioner is the Constable in and for the \_\_\_\_\_ of  
\_\_\_\_\_ Chester County, Pennsylvania.

2. Your petitioner needs a Deputy Constable for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_ is a bona fide resident of  
\_\_\_\_\_ Chester County, Pennsylvania,  
residing at \_\_\_\_\_, \_\_\_\_\_ is of  
good repute and has agreed to serve in the capacity of Deputy Constable  
and to perform the duties thereof in accordance with law in all matters  
relating to the said office.

WHEREFORE, your petitioner respectfully requests your Honorable  
Court to approve the appointment of said Deputy Constable of the \_\_\_\_\_  
of \_\_\_\_\_ Chester County, Pennsylvania.

\_\_\_\_\_  
PETITIONER

IN RE: APPROVAL OF : IN THE COURT OF COMMON PLEAS  
APPOINTMENT OF : CHESTER COUNTY, PENNSYLVANIA  
\_\_\_\_\_  
AS DEPUTY CONSTABLE :  
FOR THE \_\_\_\_\_ :  
OF \_\_\_\_\_ : MISC. NO.

**ORDER**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_  
upon consideration of the within Petition and after hearing, the appointment of  
\_\_\_\_\_ as Deputy Constable for the \_\_\_\_\_  
of \_\_\_\_\_ is hereby APPROVED.

BY THE COURT:

\_\_\_\_\_  
PRESIDENT JUDGE



IN RE: APPOINTMENT OF : IN THE COURT OF COMMON PLEAS  
\_\_\_\_\_: CHESTER COUNTY, PENNSYLVANIA  
AS CONSTABLE FOR :  
THE \_\_\_\_\_ :  
OF \_\_\_\_\_ : MISC. NO.

**P E T I T I O N**

AND NOW COMES the undersigned, all being qualified electors (registered voters) and residents of the \_\_\_\_\_ of \_\_\_\_\_ Chester County, Pennsylvania, and respectfully represent that:

1. A vacancy presently exists in the office of Constable in and for the aforesaid municipality due to \_\_\_\_\_  
\_\_\_\_\_.
2. \_\_\_\_\_ is a bonafide resident of the \_\_\_\_\_ of \_\_\_\_\_, residing at \_\_\_\_\_  
\_\_\_\_\_ and is a suitable person to be appointed Constable in this municipality.



**AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA :  
COUNTY OF CHESTER : SS

I, \_\_\_\_\_ being duly sworn according to the law,  
depose and say that I am the Petitioner in the foregoing petition for the Approval of the  
Appointment of a Constable and that the facts set forth in the foregoing Petition are true  
and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
PETITIONER

Sworn and subscribed

before me this \_\_\_\_\_

day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

IN RE: APPOINTMENT OF: IN THE COURT OF COMMON PLEAS  
\_\_\_\_\_: CHESTER COUNTY, PENNSYLVANIA  
AS CONSTABLE :  
FOR THE \_\_\_\_\_:  
OF \_\_\_\_\_: MISC. NO.

**ORDER**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_, it  
appearing to the Court that there exists a vacancy in the office of Constable for  
the \_\_\_\_\_ of \_\_\_\_\_ and  
it further appearing by the Petition filed herein that \_\_\_\_\_  
is properly qualified to serve as such Constable, the said \_\_\_\_\_  
is hereby appointed to serve the balance of the unexpired term of \_\_\_\_\_  
\_\_\_\_\_ (vis., until \_\_\_\_\_) as Constable for the \_\_\_\_\_  
of \_\_\_\_\_ upon his properly posting a bond in the amount of  
THREE THOUSAND (\$3,000.00) Dollars, and taking the oath of office.

BY THE COURT:

\_\_\_\_\_  
PRESIDENT JUDGE

# ***Know all Men by these Presents, that***

\_\_\_\_\_

\_\_\_\_\_

are held and firmly bound unto the Commonwealth of Pennsylvania, in the sum of \_\_\_\_\_ THOUSAND DOLLARS, current money of said Commonwealth, to be paid to the said Commonwealth: To which payment well and truly to be made and done, we bind ourselves jointly and severally, our and each of our heirs, executors and administrators, firmly by these presents. Sealed with our seals, dated the \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord two thousand \_\_\_\_\_

## ***The Condition of the Above Obligation is Such*** That whereas

\_\_\_\_\_ was duly elected/appointed and returned to the Court of Common Pleas, in and for the County of Chester, by the inhabitants of the borough/township of \_\_\_\_\_ in said County, as CONSTABLE FOR SAID BOROUGH/TOWNSHIP, and said Constable's election/appointment being confirmed by the Court aforesaid; if therefore the said \_\_\_\_\_ shall and do well and truly serve and execute all writs and processes to him or her directed, without delay, and according to law; and shall and do from time to time, upon request to him or her for that purpose made, well and truly pay or cause to be paid to the several suitors and parties interested therein, their lawful attorneys, factors, agents and assigns, all and every sum and sums of money to them respectively belonging, which shall come to his or her hands, and shall and do from time to time, and at all times, during his or her continuance in the said office of Constable for the borough/township of \_\_\_\_\_ aforesaid, well and faithfully execute the said office, and perform in all things the duty and trust in said Constable reposed, according to law, then the above Obligation to be void, or else to be and remain in full force and virtue.

Sealed and delivered in the presence of

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 

\_\_\_\_\_ 

**County of Chester  
Juvenile Transport Payment Sheet**

Serial # \_\_\_\_\_

**A**

CONSTABLE NAME: \_\_\_\_\_

SECOND CONSTABLE: \_\_\_\_\_

DATE OF SERVICE: \_\_\_\_\_ AUTHORIZED BY: \_\_\_\_\_

TIME OF SERVICE: CUSTODY: \_\_\_\_\_ a.m./p.m. COMMITMENT: \_\_\_\_\_ a.m./p.m.

**SERVICE**

RELEASE FROM \_\_\_\_\_

CONVEY TO \_\_\_\_\_

COMMITMENT TO \_\_\_\_\_

SUBTOTAL SERVICE FEES .....\$22.50

**OUT OF COUNTY TRANSPORTS ONLY (EXCLUDING LIMA DETENTION CENTER)**

TRAVEL TIME \_\_\_\_\_ hrs. @ \$10.00 .....\$ \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_ LESS 1/2 HOUR PER JUVENILE PER CONVEYANCE

**EXPENSES**

RECEIPTS REQUIRED FOR MEALS AND TOLLS

IN COUNTY MEALS - DEFENDANT ONLY

OUT OF COUNTY MEALS - DEFENDANT AND CONSTABLE

MEALS - BREAKFAST OR LUNCH (MAX. \$5.00).....\$ \_\_\_\_\_

MEALS - DINNER (MAX. \$7.50) .....\$ \_\_\_\_\_

TOLLS .....\$ \_\_\_\_\_

**MILEAGE**

DESTINATIONS

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

SUBTOTAL EXPENSES .....\$ \_\_\_\_\_

TOTAL CLAIMED BY CONSTABLE .....\$ \_\_\_\_\_

	<b>RELEASE</b>
	<b>INTERMEDIATE IN</b>
	<b>INTERMEDIATE OUT</b>
	<b>COMMITMENT</b>

**TIME CLOCK STAMP**

I, THE UNDERSIGNED CONSTABLE, CERTIFY THAT I PERFORMED THE SERVICES LISTED ABOVE. I VERIFY THAT THE STATEMENTS MADE IN THIS COST SHEET ARE TRUE AND CORRECT AND IN ACCORDANCE WITH COUNTY POLICY. I UNDERSTAND THAT FALSE STATEMENTS MADE HEREIN ARE SUBJECT TO THE PENALTIES OF 18 PA C.S. 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES AND CONFORM TO THE FEES AS PUBLISHED.

DATE \_\_\_\_\_ CONSTABLE/DEPUTY CONSTABLE \_\_\_\_\_

APPROVED FOR PAYMENT \_\_\_\_\_

ALL INCOMPLETE SHEETS WILL BE RETURNED TO THE CONSTABLE

WHITE - CONTROLLER

YELLOW - JUVENILE PROBATION

PINK - CONSTABLE

CONTROLLERS - FORM #109.6 REV. 8/96

---

## Forms (Continued)

### DIRECTIONS TO COMPLETE THE CONSTABLE PAYMENT SHEET

**CONSTABLE NAME:** Print first and last name

**SECOND CONSTABLE NAME:** Print first and last name

**DATE OF SERVICE:** Fill in date

**AUTHORIZED BY:** Full name of person who contacted constable

**TIME OF SERVICE: CUSTODY AND COMMITMENT:** Fill in time and circle a.m. or p.m.

**SERVICE:** Print full name of juvenile

**RELEASE FROM:** Location of where you took custody

**CONVEY TO:** Destination

**COMMITMENT TO:** If transporting to a placement or detention please complete this section.

**OUT OF COUNTY TRANSPORTS:** Complete this section only if transport was out of county. For dollar amount take total hours minus 1/2 hour times \$10.00. Fill in the start and end time.

**EXPENSES:** Fill in amounts according to meal and/or tolls. Maximum amounts are noted on the form. If you are claiming for a juvenile's meal please make a note for (2). Receipts must be attached for all that is listed in this section.

**MILEAGE:** Fill in destinations with mileage. Note: Cannot claim mileage from home. Total your mileage.

**SUBTOTAL EXPENSES:** This is the total of your expenses and mileage combined.

**TOTAL CLAIMED BY CONSTABLE:** Total of all costs on sheet.

#### **SIGN AND DATE FORM**

Hand in completed form to correct department for processing. Once approved by appropriate department the payment sheets will be ready for pick up. Constable is responsible to forward payment sheets to Controller's Office. Blank forms can be picked up at the supply room at the Government Services Center.

COMMONWEALTH OF PENNSYLVANIA

County of: **CHESTER**

Mag. Dist. No: **15-4-04**

MDJ Name: Hon.: **THOMAS E MARTIN, JR**

Address: **3 MOXLEY LANE  
PO BOX 669  
AVONDALE, PA 19311**

Telephone: **(610) 268-4162**

**WARRANT OF ARREST**

Commonwealth of Pennsylvania  
VS.

NAME and ADDRESS

**HUNTERS RUN RD**

**LANDENBERG, PA 19350**



Citation No: \_\_\_\_\_ Docket No: **MD-0000151-07**

Charging Officer: **JONES, CHRISTOPHE** NCIC OFF: \_\_\_\_\_

Date Filed: **8/10/07** OOC: \_\_\_\_\_

OTN: \_\_\_\_\_ WARRANT ID: **MDJS0014813989**

Warrant Control No: **15-4-04-AW-0000137-2007**

Issued For: \_\_\_\_\_

Reason for Warrant: **FELONY**

Charge(s):	Offense Date:
<b>S 18 §3502 FSA BURGLARY</b>	<b>07/24/07</b>
<b>S 18 §3921 FSA THEFT BY UNLAWFUL TAKING OR DISPO</b>	<b>07/24/07</b>
<b>S 18 §3503 FSA I CRIMINAL TRESPASS</b>	<b>07/24/07</b>

**TO POLICE OFFICER:**

In the name of the Commonwealth of Pennsylvania, you are commanded to take the defendant, \_\_\_\_\_, into custody. When the defendant is taken into custody, either (a) accept a signed guilty plea and the full amount of fines and costs, (b) accept a signed not guilty plea and the full amount of collateral, or (c) bring the defendant before me at the Court address shown above to answer the Commonwealth or **AVONDALE PSP** upon the complaint or citation of **JONES, CHRISTOPHER** charging the defendant with the offense(s) set forth above and further to be dealt with according to law.

Witness the hand and official seal of the issuing authority on this \_\_\_\_\_ day of **AUG 10 2007**.



*Thomas E. Martin, Jr.*  
(Signature)

Amount required to satisfy sentence or fines and costs

Fine: \_\_\_\_\_

Costs: \_\_\_\_\_

Others: \_\_\_\_\_

Total: \_\_\_\_\_

Amount needed as collateral: \_\_\_\_\_

# WARRANT OF ARREST

## RETURN WHERE DEFENDANT FOUND

By authority of this warrant, on \_\_\_\_\_, 20 \_\_\_\_\_

- I accepted a guilty plea and collected \$ \_\_\_\_\_ for fine and costs.
- I accepted a NOT guilty plea and collected \$ \_\_\_\_\_ for collateral.
- I took into custody the within named \_\_\_\_\_, and he/she is
  - before you for disposition.
  - in the \_\_\_\_\_ Prison.

## RETURN WHERE DEFENDANT IS NOT FOUND

- After careful search, I cannot find the within named defendant.

\_\_\_\_\_  
(Signature of Police Officer - Name and Title)

Officer's costs:	
Warrant	_____
Miles @ ¢	_____
Commitments	_____
Miles @ ¢	_____
Conveying to hearing	_____
Miles @ ¢	_____
Total	_____

I acknowledge that I am voluntarily and knowingly pleading guilty. I paid to the officer the fine and costs stated in the warrant in the amount of \$ _____  _____ (Defendant Signature)	I acknowledge that I am voluntarily and knowingly pleading NOT guilty. I paid to the officer the collateral for my appearance at trial stated in the warrant in the amount of \$ _____  _____ (Defendant Signature)
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### DEFENDANT CONTACT INFORMATION

ADDRESS:	_____
	<b>HUNTERS RUN RD</b>
	_____
	<b>LANDENBERG, PA 19350</b>
	TELEPHONE: _____

### DEFENDANT IDENTIFICATION INFORMATION:

LiveScan Tracking Number		Social Security Number <b>000-00-0000</b>		SID(State Identification Number)				
Driver's License Information		License Number		State	Expiration Date <b>00/00/00</b>			
DEFENDANT VEHICLE INFORMATION								
Plate Number	State	Hazmat	Registration Sticker (MM/YY) <b>00 /0000</b>	Comm'l Veh. Ind	School Veh.	Oth.Veh.Cd		
DEFENDANT IDENTIFICATION INFORMATION								
AGE <b>15</b>	RACE <b>W</b>	ETHNICITY	GENDER <b>M</b>	EYE COLOR <b>GRN</b>	HAIR COLOR <b>BLN</b>	DATE OF BIRTH	WEIGHT(lbs) <b>145</b>	HEIGHT (Ft/in) <b>5/06</b>
NCIC Extradition Code / Description Distance								

ALIAS: \_\_\_\_\_

Mag. Dist. No.: 15-4-04      Docket Number: MD-0000151-07

## Request for Taxpayer Identification Number and Certification

**Give form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**CHESTER COUNTY  
CONSTABLE HANDBOOK**



**CONSTABLE  
REVIEW  
BOARD**

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# Chester County Constable Review Board

## I. PURPOSE:

1. The Chester County Constable Review Board (CRB) has been established to resolve appeals and disputes that involve the use, payment, application and non-compliance of the Chester County Constable Handbook.
2. The CRB may impose or recommend to the appropriate authority relief, sanctions, suspension or other disciplinary action up to and including forwarding a recommendation to terminate the contractual agreement.

Any findings of suspected criminal activity or violations shall be forwarded to the Chester County District Attorney for investigation and prosecution.

## II. CRB COMPOSITION:

The CRB shall be comprised of three members.

1. The Chester County Controller or his/her designee.
2. A Magisterial District Judge who shall be appointed annually and serve at the pleasure of the President Judge of Chester County.
3. A Certified Constable on the Chester County approved list who shall be chosen by the membership of the Chester County Constable Association along with the name of an alternate to be used in case of conflict.
  - Names of Constables representing the Chester County Constable Association on the CRB shall be submitted in writing to the Minor Judiciary Administrator.
4. Members of the CRB shall elect one of its members to act as Chairperson/Chairman. The Chairman/Chairperson shall be responsible for conducting, co-coordinating and over-seeing the business of the CRB.

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## Chester County Constable Review Board (Continued)

### III. FILING PROCEDURES:

1. Complaints concerning the professionalism, compliance or proper payment as outlined in the Chester County Constable Handbook may be filed by any person.
2. Constables shall make every effort to resolve their dispute or grievance with the party or agency involved prior to filing with the CRB.

All parties, agencies or individuals may file directly with the CRB for resolution or action.

3. A complaint filed with the CRB shall be in writing on the CRB "Request for Review" form.
4. All "Requests for Review" forms submitted through the Minor Judiciary Administrator's Office shall be signed by the submitter.
5. The "Request for Review" form shall be (legible) typed or neatly printed (a computer font size of at least 12).
  - All submissions shall have a full, complete description and explanation of the issues making reference to any applicable sections of the Constable Handbook.
6. Constables seeking a review of a payment denial shall include with his "Request for Review" form copies of all recapitulation, cost sheets and office of the Controller's "Constable Exception Cost Sheet" which indicates the Controller's reason for rejection.
7. Filing an unauthorized complaint in the name of another shall result in suspension and/or termination.
8. If a complaint is filed against a Constable, the Minor Judiciary Administrator shall forward a date stamped copy of the complaint to the Constable by first class mail. A copy shall also be delivered, in a sealed envelope, to the Controller's office for inclusion with the Constable's reimbursement check. If the Constable receives his reimbursement check by mail or direct deposit, then a copy of the Complaint and request for comment/response shall be sent by certified mail, return receipt.

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## **Chester County Constable Review Board (Continued)**

If notice is provided through the Controller's office, the Controller's office will have the Constable sign an acknowledgement of receipt, which shall be attached to the envelope. The signed acknowledgement shall be returned to the District Court Administrator.

The Constable will have 14 days to respond in writing to the CRB via the Minor Judiciary Administrator (DJ Admin.) if he/she chooses to do so.

The Constable's response shall be date stamped when received by DJ Admin and immediately forwarded to the CRB members.

Complaints filed with the Constable Review Board must be filed within one year of the incident.

9. Failure of a Constable to respond to a written allegation and failure to appear before the CRB when requested will be interpreted as an admission of no contest to the allegation.

#### **IV. ACTIONS AND DISPOSITIONS OF THE CRB:**

The CRB shall receive, examine and investigate all filings submitted through the Minor Judiciary Administrator.

A decision by the CRB should be entered and filed within 60 days of receipt by the Minor Judiciary Administrator's office.

The CRB may directly interview all parties involved.

The CRB shall have the authority to act on any and all other violations which may be discovered.

The Chester County Constable Review Board (CRB) may use any disposition listed on the CRB Disposition Form.

Individual members of the CRB may submit their opinion with the final decision of the board.

Recommendation for disciplinary action must be approved by the appropriate authority\* established for the compliance and enforcement of the Chester County Handbook.

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## **Chester County Constable Review Board (Continued)**

\*Appropriate Authority\* is defined as the Chester County Commissioners who have delegated their authority to the President Judge or his/her designee in matters other than termination.

In the event of a suspension the Constable will not be authorized to perform services for the County of Chester for the specified time period. The Constable will be notified in writing of the suspension period. Upon receipt of the suspension notice, the Constable shall immediately return to all courts and agencies all warrants, writs, subpoenas, civil papers, to the proper issuing authority. Failure to do so promptly may be cause for termination.

If the CRB determines inappropriate actions on the part of a Court, Agency or Magisterial District Judge, a report may be forwarded to appropriate Administrative Authority.



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## Appendixes (Continued)

### CHESTER COUNTY CONSTABLE REVIEW BOARD DISPOSITION WORKSHEET

The Constable Review Board has reviewed the attached request dated \_\_\_\_\_  
and has determined the following:

- Payment Appeal - Finding of Compliance  
Payment is recommended. Payment request (cost sheet) may be resubmitted  
within 5 days.
- Original payment denial is recommended.
- Matter is unfounded and without merit. No action is necessary by CRB.

Matter / Issue is founded and a:

- Warning reprimand is hereby issued.
- 30-day suspension effective \_\_\_\_\_.
- 60-day suspension effective \_\_\_\_\_.
- Termination of Contract is recommended without reinstatement of privilege.
- Findings shall be forwarded to administrative authority of court or agency.

Approve

Disagree

- |                          |       |              |                          |
|--------------------------|-------|--------------|--------------------------|
| <input type="checkbox"/> | _____ | Board Member | <input type="checkbox"/> |
| <input type="checkbox"/> | _____ | Board Member | <input type="checkbox"/> |
| <input type="checkbox"/> | _____ | Board Member | <input type="checkbox"/> |