

## SERVICE OF PROCESS POLICY

**Purpose** This policy describes steps to be taken when a law enforcement officer or agent requests customer-related information and describes District response to an attempt to serve a summons regarding a non-District matter on an employee at a District facility.

- Law enforcement officer or agent requests customer-related information

It is the policy of the Columbia County Rural Library District that all service of process, such as a summons and complaint, subpoena, or court order shall be served to the Library Director or in the absence of the Director to the Library Manager. No other person associated with the library system is authorized to accept service of process, a summons and complaint, court order, or subpoena on behalf of the library system as a statutory agent for service of process on library system employees.

This policy shall apply to all service of process, including but not limited to summons and complaint, court order, or subpoena in regard to a lawsuit against, enjoining, or involving the library system, or regarding any library employee, whether civil or employment related, as an expert on or for information concerning the library.

- Summons on a non-District matter on an employee at a District facility.

### Statute

Summons, how served (RCW 4.28.080)

For a matter unrelated to the District, state law requires that a service of summons occur at the defendant's "usual mailing address." The statute states that the "usual mailing address" "shall not include...the person's place of employment." If an attempt is made to serve such a summons on an employee at a District facility, the summons is to be refused and the process server referred to a branch manager, who will confirm that the summons will not be accepted and refer further questions to the Director.

The Library Director is responsible for establishing Administrative Procedures necessary to carry out this policy.

## HISTORY

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Adopted March 27, 2008