

Service of University Documents

429.1 PURPOSE AND SCOPE

This policy provides guidelines for serving University documents to parties in civil/administrative matters.

This policy does not apply to the service of court orders as provided in the Domestic Violence Policy.

429.2 POLICY

The Colorado State University Police Department will deliver University documents such as those issued by The Student Resolution Center (SRC) or Title IX coordinator and any other official University documents with efficiency and due care. The Department will give higher priority to those documents where the Department reasonably believes delay may impact a person's safety.

429.3 OFFICER SAFETY

Members should always review risk-related information in the service application request form prior to service. Members may contact the requestor with any questions related to information on the form that indicate an unusual risk to safety. Members should notify a supervisor if they identify any particular safety concerns that have not been addressed.

Members may consider requesting assistance from another officer and/or avoiding confrontation at a residence or business by contacting the party and requesting to meet at a location that may pose a lower risk.