



# Shelby County Sheriff's Office

Mark H. Luttrell, Jr., Sheriff - 201 Poplar - Memphis, Tn. 38103 - 545-5500

## INFORMATION BULLETIN

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**SERIAL #:** 151-03      **DATE:** 10-08-2003      **SUPERSEDE:**  
**FROM:** Harvey Kennedy, CAO.      **TO:** All Personnel  
**SUBJECT:** Individuals Authorized to Accept Process

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Effective October 8, 2003, the following individuals are designated to accept legal process for individuals in their official capacities as SCSO employees as included in Policy and Procedure # 151. This list will be reviewed semi-annually by the Chief Administrative Officer with input from the Chief Deputy and Chief Jailer and modifications published as required.

### INDIVIDUALS AUTHORIZED TO ACCEPT PROCESS FOR SCSO EMPLOYEES

The following individuals are designated to accept legal process for individuals in their official capacities as SCSO employees:

- For Sheriff -      The Legal Advisor.  
Sammie Glasco
- For Shelby County Jail employees -      The Administrative Assistant to the Chief Jailer or designee.  
Dorothy Coney
- For Law Enforcement Officers (Jail or Enforcement) subpoenaed to testify in a criminal case as a witness through a subpoena issued by a criminal court clerk -      The Court Coordinator or designee.  
Roy Turner