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