

MITCHELL POLICE DIVISION

CHAPTER 4

CIVIL SUITS

4.1 CIVIL SUIT POLICY

The policy of the Mitchell Police Division is that the city will support its employees who have become involved in civil litigation rising from the lawful discharge of their duties.

4.2 ACCEPTANCE OF CIVIL PROCESS

- A. Service of all civil processes (Notice of Claim, Complaints or Summonses) shall be accepted only by the named employee.
- B. If only the City of Mitchell is named, service is to be made only on the City Attorney, Mayor or both.
- C. If the City of Mitchell and the employee are named, the employee has no authority to accept serving process for the City of Mitchell and service is to be made only on the Mayor. The employee will be immediately notified by the City of impending civil action.
- D. Acceptance of Civil Process will be in accordance with SDCL 15-6-4(d).

SDCL 15-6-4(d). Personal service of summons. The summons shall be served by delivering a copy thereof. Service in the following manner shall constitute personal service:

(1) If the action is against a business entity, on the president, partner or other head of the entity, officer, director, or registered agent thereof. If any of the above cannot be conveniently found, service may be made by leaving a copy of the summons and complaint at any office of such business entity within this state, with the person in charge of such office:

- (i) A business entity for purposes of this subdivision shall include, but not be limited to:
 - A. Domestic and foreign corporations;
 - B. Domestic and foreign partnerships;
 - C. Limited liability companies;
 - D. Entities with fictitious names; and
 - E. Any entity required to have a registered agent with the Secretary of State.

(2) If the action is against a public corporation within this state, service may be made as follows:

- (i) Upon a county, by serving upon any county commissioner;
- (ii) Upon a first or second class municipality, by serving upon the mayor or any alderman or commissioner;
- (iii) Upon a third class municipality, by serving upon any trustee;
- (iv) Upon an organized township, by serving upon any supervisor;
- (v) Upon any school district, by serving upon any member of the school board or board of education; and
- (vi) Upon a consumers power district, by serving upon any member of the board directors

(3) If the action is against a minor, upon a parent or person having custody, and if the minor is over the age of fourteen years, then also upon such minor personally, and in any event upon the legally appointed guardian, guardian ad litem or conservator, if there is one;

(4) If the action is against a person judicially declared to be mentally incompetent, or who is a patient at an institution for persons with mental illnesses or developmental disabilities or for whom a guardian or conservator has been legally appointed, upon such guardian or conservator, and upon the administrator or superintendent of such institutions for persons with mental illnesses or developmental disabilities, or person having custody, and also upon the person with mental illness or a developmental disability; provided that if the person with mental illness or a developmental disability is a patient of an institution for persons with mental illnesses or developmental disabilities, and the administrator or superintendent thereof shall certify in writing that service upon such person personally would be unavailing or injurious to his physical or mental well-being, and such certificate be filed, service upon such individual may be dispensed with by order of court;

(5) If the action is against the state or any of its institutions, departments, or agencies, by service upon such officer or employee as may be designated by the statute authorizing such action, and upon the attorney general. In all matters involving title to land owned or held in trust by the state or any of its institutions, departments, or agencies, upon the commissioner of school and public lands and the attorney general. In all matters other than those involving title to such lands, if no officer or employee is designated, then upon the Governor and the attorney general. Any of such officers or employees referred to in § 15-6-4 may admit service of the summons with the same legal effect as if it had been personally served upon them by an officer or elector;

(6) If the action is against a state officer, employee or agent arising out of his office, employment or agency, a copy of the summons and complaint shall be mailed, certified mail, postage prepaid to the attorney general together with an admission of service and a return envelope, postage prepaid, addressed to the sender. The executed

admission of service shall be filed by the sender in accordance with §15-6-5(d);

(7) Whenever the manner of service of process is specified in any statute or rule relating to any action, remedy or special proceedings the manner of service so specified shall be followed;

(8) In all other cases, to the defendant personally; and

(9) If the action is against a person or business entity in a foreign country, service may be made as follows:

(i) By an internationally agreed means reasonably calculated to give notice, such as those means authorized by the Hague Convention on the service abroad of judicial and extrajudicial documents; or

(ii) If there is no internationally agreed means of service, service reasonably calculated to give notice may be made;

(A) In the manner prescribed by the law of the foreign country for service in that country in an action in any of its courts of general jurisdiction;

(B) As directed by the foreign authority in response to a letter rogatory or letter request; or

(C) Unless prohibited by the law of the foreign country; by delivery to the individual personally; upon a corporation, limited liability company, limited partnership or partnership or association, by delivery to an officer, or a managing, general or registered agent; or by any form of mail requiring a signed receipt; or

(iii) As directed by the court.

Service under this subdivision may be made by any person authorized by § 15-6-4(c), anyone duly authorized to serve lawful summons by the law of the country where service is to be made, pursuant to the applicable treaty or convention, or by anyone designated by order of the court or the foreign court. Proof of service may be made as prescribed in § 15-6-4(g), pursuant to the applicable treaty or convention, by order of the court, or by law of the foreign country. Proof of service by mail shall include an affidavit or certificate of addressing and mailing.

4.3 PROCEDURE UPON EMPLOYEE RECEIPT OF CIVIL PROCESS

Any employee who receives a civil process to appear as a defendant in any civil action related to any circumstances arising from the performance of his duties shall:

1. Immediately make one photocopy of the entire civil process.

2. Notify his immediate supervisor.
3. Deliver the copy to the Office of the Chief of Public Safety.

4.4 DUTIES OF THE CHIEF OF PUBLIC SAFETY UPON RECEIVING COPIES OF CIVIL PROCESS

When the civil process lists the employee as a defendant, the Chief of Public Safety shall immediately notify the Mayor's Office of service.

1. A copy of the entire civil process shall be delivered to the Mayor's Office.
2. The Chief of Public Safety shall obtain copies of all Divisional reports and documents pertaining to the action.
3. When this file is not complete, the Chief of Public Safety shall take the necessary action to complete the file.
4. The Chief of Public Safety shall notify the City Attorney's Office.

4.5 PROCEDURE WHEN AN EMPLOYEE INITIATES A CIVIL SUIT RELATED TO EMPLOYMENT WITH THE CITY.

When an employee determines that he shall initiate any civil action resulting from his employment with the city, he shall notify the Chief of Public Safety via the Chain of Command.