



OFFICE OF THE COUNTY SHERIFF  
Montgomery County, Maryland  
*Darren M. Popkin, Sheriff*



GENERAL OPERATIONAL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Child Support Enforcement Section	3.34	07/25/2014

Policy: The Sheriff's Office serves all child support process in a lawful and expeditious manner in accordance with General Operational Procedure 3.07, Service of Process.

Contents:

- I. Duties and Responsibilities
- II. ***Entry Level Screening***
- III. ***Cancellation***

I. **Duties and Responsibilities**

The Sheriff's Office, in agreement with the *State of Maryland* Department of Human Resources ***Child Support Enforcement Administration***, has agreed to provide the following services. These services are the responsibility of the Child Support Enforcement Section.

- A. Service of Child Support Process - *Process* generated from the Montgomery County ***Office of*** Child Support Enforcement and sent to the Sheriff's Office for service.
- B. ***Service of Child Support Body Attachments and Warrants - Deputies will arrest, search, transport and process individuals on Child Support Body Attachments and warrants in accordance General Operational Procedures 3.03, Arrest Policy and Procedure.***
- C. Location Services - Upon request, the Sheriff's Office will assist the Montgomery County ***Office of*** Child Support Enforcement in locating ***custodial or*** non-custodial parents.
- D. Security Services – Deputies will ***provide security whenever the Montgomery County Office of Child Support Enforcement Office is open. Additionally, deputies*** will respond to emergencies within the offices of the Montgomery County ***Office of*** Child Support Enforcement whenever a duress alarm is activated or child support personnel request assistance. Deputies will also provide courtroom security when the child support docket is in session.

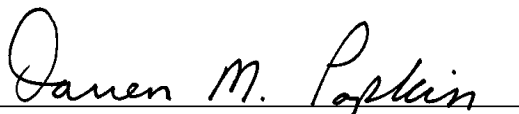
**II. Entry Level Screening**

*Contract security officers will provide entry level screening at the Montgomery County Office of Child Support Enforcement for weapons under the direction and supervision of the Sheriff's Office as described in Courthouse Security SOP01, Entry Level Screening.*

**III. Cancellation**

*This directive cancels and replaces General Operational Procedures 3.34, Effective Date: 12/01/99.*

AUTHORITY:

A handwritten signature in cursive script that reads "Darren M. Popkin". The signature is written in black ink and is positioned above a horizontal line.

Darren M. Popkin, Sheriff

07/25/2014