

INSTRUCTIONS TO SHERIFF

SAFETY RISK ANALYSIS FOR RESPONDENT

Please **check all safety risks that apply** for the person law enforcement will be going to serve your papers to and provide as much detail as you can:

____ Weapons (**circle what applies**): GUNS / KNIVES / OTHER:

____ Drugs (**circle what applies**): METH / MARIJUANA / COCAINE / OTHER:

____ Potential Mental Health Concern (**what type**):

____ Alcohol Abuse ____ Gang Affiliation

____ Negative encounters with law enforcement

Check all that apply for the address law enforcement is going to serve your papers at:

____ "No Trespass" signs ____ Locked gates

____ Cameras ____ Armed/barricaded/counter surveillance/booby-traps / extremist / paramilitary / police background /terrorist/fortified

____ Dogs (**circle all that apply**): SMALL / BIG / AGGRESSIVE

The defendant(s) is to be served as:

____ An Individual

____ A business, by obtaining the name & title of party served

____ A business, by serving the registered agent

____ Serve **BOTH** the business and registered agent

DEFENDANT INFORMATION

Defendant's Name: _____

Defendant's Home Address:

When are they home? _____

Defendant's Work/Business Address:

What hours do they work? _____

Defendant's Phone #: _____

DOB (or approx. age): _____ Race: _____

Sex: _____ Height & Weight: _____

Hair & Eye Color: _____

What car do they drive? _____

YOUR INFORMATION

Your Name: _____

Your Mailing Address:

Your Phone # (the sheriff's office may need to call you):

FOR OFFICE USE ONLY

Signature: _____

Date: _____

***Please note that failure to complete this information could delay the service or execution of your process, or could result in returning your paperwork if it is unclear to the sheriff precisely who you want served, etc. Personal injury to a deputy sheriff could also result by omitting any information. This information will be used solely for the execution of process and for officer safety purposes. Information provided could be subject to disclosure under ORS Chapter 192. Your assistance is greatly appreciated.