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| HENNEPIN COUNTY SHERIFF’S OFFICEEnforcement Services Division**Civil Service Information Worksheet** | CivilServe # |
| 1ST SERVICE ATTEMPT | 2ND SERVICE ATTEMPT | 3RD SERVICE ATTEMPT |
| Date  / / | Time | Date  / / | Time | Date  / / | Time |
| Deputy | CivilServe Entry Yes  No | Deputy | CivilServe Entry Yes  No | Deputy | CivilServe Entry Yes  No |
| Notes | Notes | Notes |
| THREAT INFORMATION | THREAT ASSESSMENT | DONE BY |
| Dangerous Animals Present  Yes Type:  | HCSO Records Check  Yes  No | Deputy initials |
| Weapons Present  Yes Type:  | Local Records Check  Yes  No | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| History of Criminal Activity  Yes Type:  | Arrest History Check  Yes  No | Badge # |
| Mental Health Issues  Yes Type:  | Active Warrant Check  Yes  No | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| PERSON TO BE SERVED |
| Last Name | First Name | Middle Name | In Custody  YesWhere  |
| Date of Birth / / | Race  White  Black  Native  Asian  Other  | Gender Male  Female |
| Street Address | Apt or Suite # | City | Zip Code |
| Phone # - Home /  | Phone # - Mobile / | Phone # - Work / |
| Vehicle Make | Vehicle Model | Vehicle Year | Vehicle Plate | Vehicle Color |
| Place of Employment | Work Schedule |
| Street Address | Apt or Suite # | City | Zip Code |
| SECOND PERSON TO BE SERVED |
| Last Name | First Name | Middle Name |
| Date of Birth / / | Race  White  Black  Native  Asian  Other  | Gender Male  Female |
| Street Address | Apt or Suite # | City | Zip Code |
| Phone # - Home /  | Phone # - Mobile / | Phone # - Work / |
| Place of Employment | Work Schedule |
| Street Address | Apt or Suite # | City | Zip Code |
| SPECIAL INSTRUCTIONS |
| (Best day/time to attempt service -- Best method to contact -- Special Hazards/Caution Notes -- Other relevant information) |
| RETURN AFFIDAVIT TO |
| Full Name | Company |
| Street Address | Apt or Suite # | City | Zip Code |
| Phone # - Home /  | Phone # - Mobile / | Phone # - Work / |

WHITE AREAS – PUBLIC GRAY AREAS – SHERIFF’S OFFICE USE ONLY