



MOHAVE COUNTY CONSTABLES STANDARD OPERATION PROCEDURE MANUAL

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MOHAVE COUNTY CONSTABLE POLICIES AND PROCEDURES

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MOHAVE COUNTY CONSTABLE POLICIES AND PROCEDURES

I. INTRODUCTION

This manual establishes uniform procedures and professional standards for Mohave County Constables. It ensures lawful, consistent, and safe execution of court-ordered duties while maintaining public trust and statutory compliance.

Note: This manual is procedural and does not replace statutory authority or court orders.

Mission Statement

To faithfully execute lawful court orders, serve process professionally and impartially, support judicial operations, and promote public safety in compliance with the U.S. Constitution, Arizona law, Administrative Orders, and public trust.

Core Values

Mohave County Constables are guided by the following core values in all aspects of their work:

- Integrity: Act honestly, ethically, and impartially.
- Accountability: Comply with law, court directives, County policy, and judicial oversight.
- Professionalism: Perform duties with respect, competence, and diligence.
- Neutrality: Serve the courts without bias or personal interest.
- Safety: Prioritize the security of the public, courts, and Constables.

Constables Division Mission Statement

Provide reliable court support through execution, service, and return of civil and criminal processes while upholding safety, professionalism, and legal compliance.

II. ORGANIZATION AND AUTHORITY

Role	Authority	Duties
Constables	A.R.S. § 22-131(A)	Attend courts, execute, serve, and return all lawful processes and warrants.
Presiding / Associate Presiding Constable	A.R.S. § 22-104(D)	Administrative coordination, liaison with County departments, judicial communication, and resource assignment.
Peace Officers	A.R.S. § 22-131; § 41-1822(A); § 41-1823(B)	Exercise peace officer authority only within official duties and in compliance with law.
Court Security Manager	ACJA 5-302, 304, 305, 306	Administer safety and security programs in compliance with ACJA standards.

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Role	Location
Presiding Judge	Mohave Superior Court
Presiding Limited Jurisdiction Judge	Bullhead City Justice Court
Constable	Bullhead City Justice Court
Constable	Colorado City North Canyon Justice Court
Constable	Kingman/Cerbat Justice Court
Constable	Kingman/Cerbat Justice Court
Constable	Lake Havasu City Justice Court

Each Constable serves within their assigned Justice Court precinct and performs statutory duties pursuant to A.R.S. § 22-131. Coordination among Constables is facilitated through the Presiding Constable role as authorized by A.R.S. § 22-104.

Each constable shall comply with the directives of the Justice Court serving their precinct and the directives of the Presiding Limited Jurisdiction Judge. Each constable shall comply with the directives of the Presiding Superior Court Judge. In the event of a conflict the directives of the Presiding Superior Court Judge control.

These policies are subject to amendment without notice by the Presiding Superior Court Judge and the Board of Supervisors.

III. PROFESSIONAL CONDUCT

A. As Mohave County Public Officials and Employees

Authority: A.R.S. § 22-131; A.R.S. § 22-136

- Report to duty free from impairment.
- No alcohol or illegal drugs while on duty.
- Use prescription medications only as directed by an appropriate licensed medical professional.
- Report suspected impairment to Court Security Manager and Risk Management.

B. As Constables

1. Duties

Authority: A.R.S. § 22-131(A)

- Constables shall serve the court within their precincts when required, and within their county execute, serve, and return all processes, warrants and notices directed or delivered to them by justice of the peace of the county or by competent authority.

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2. Training and Certification

Authority: A.R.S. § 22-137(E)

- Constables shall complete all mandatory training required by statute and the Constable Ethics Standards and Training Board (CESTB), including instruction in civil and criminal processes, conflict resolution, and firearm safety when applicable.
- Newly elected constables shall complete the mandatory basic training course within six (6) months of election.
- Constables desiring to carry a firearm must first obtain a law enforcement endorsement through the Arizona County Insurance Pool (ACIP).
- Constables shall complete at least sixteen (16) hours of approved continuing education annually, as required by statute.
- Constables are encouraged to pursue additional training when resources are available and when such training will enhance the performance of official duties.
- Records of training and certification shall be retained in accordance with County records retention schedules and CESTB requirements.

3. Peace Officer Status and Law Enforcement Limitations

Authority: A.R.S. § 22-131, § 41-1823(B), § 41-1822(A)(3)

- Constables have peace officer authority only in the performance of official duties.
- The primary responsibility for general law enforcement rests with the Sheriff, town marshal, or local agency.
- Constables, whether or not AZPOST certified, have no duty to engage in routine law enforcement activities.
- When circumstances require law enforcement action beyond the Constable's authority, the Constables shall contact the appropriate law enforcement agency dispatch without delay.
- A Constable who engages in peace officer duties without required certification (i.e. AZ Post or similar) may be subject to personal liability without compensation or reimbursement by the county.

IV. SERVICE OF PROCESS

Constables shall not provide pre-warrant services unless authorized by the Justice of the Peace within their jurisdiction.

A. General Service Standards

- All civic and criminal processes shall be issued by court of competent jurisdiction and shall be signed and sealed prior to service.
- Constables shall serve or execute process promptly and with due diligence in accordance with Arizona law, court rules, and court orders.
- Prior to service, the Constable shall verify that the document:

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- It was issued by a court having legal authority.
- It is in proper legal form; and
- It is complete and accurate.
- Required information from the process shall be recorded in the standardized Constable Activity Log.
- Service shall be completed only by authorized methods and in accordance with applicable statutes, court rules, and this manual.

B. Authorized Methods of Service

- Personal Service
 - Personal service is accomplished by delivering a copy of process directly to the individual's immediate presence or control after advising them of the Constable's authority and purpose, as authorized by law.
- Service on Minors
 - Service on minors shall be completed in accordance with statutes and court rule. When required, service shall be made upon a parent, or other person authorized to accept service on behalf of a minor.
- Substitute and Alternate Service
 - Substitute and alternate service may be completed only as defined in this manual and as authorized by statute, court rule, or specific court order.
- Avoidance of Service:
 - When service is being intentionally avoided, alternate service methods may be used only when authorized by the court. All attempts and actions taken shall be documented, as well as those facts and observations supporting the conclusions that service is being avoided.

C. Due Diligence and Documentation

- Constables shall make reasonable attempts before returning a document as unserved, unless otherwise directed by the court or limited by time constraints.
- All service attempts, contact, and outcomes shall be documented on the return of service.
- Upon request, a Constable shall show a conformed copy of the process in accordance with law.

D. Service on Businesses and Government Entities

- Unless otherwise directed by the court, service shall be completed as follows:
 - Sole Proprietors: Owner
 - Partnership: Partner or managing/general agent
 - Corporations: Statutory agent, officer, or managing/general agents
 - Cities and Towns: Clerk, mayor, or city manager
 - Counties: Clerk of the Board, county manager, or chair of the Board of Supervisors
 - Boards, District, and Public Bodies: Chair, clerk, or recording secretary
 - State of Arizona: Attorney General

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E. Returns of Service

- Upon completion or attempted completion of service, the Constable shall prepare a declaration of affidavit of service or non-service.
- Returns shall be submitted to the issuing court in a timely manner and in accordance with court rules and directives.
- Original documents or supporting materials shall be provided to the court upon request.

F. Special Process Categories

- Body Attachments / Civil Arrest Warrants
- Constables shall not arrest individuals under body attachments or civil arrest warrants unless expressly ordered to, and then only as authorized by that order after personally verifying that both the order and the warrant are valid at the time served. When arrest is required, local law enforcement shall be contacted to execute the arrest and present the individual to the court as ordered.
- Evictions and Writs of Restitution
- Service may be completed by personal service or posting as authorized.
- If occupants refuse to vacate or interfere with execution, law enforcement assistance shall be requested.
- Property-Related Writs (Execution, Attachments, Garnishment, Replevin)
- Property seizure shall comply with courts orders and statutory requirements.
- Required indemnity or redelivery bonds shall be secured prior to seizure when applicable.
- Ownership of property shall be established prior to seizure.
- If no non-exempt assets are located after due diligence, the writ may be returned unsatisfied.

G. Subpoenas and Summons

- Subpoenas and summons shall be served in accordance with statute and court rule.
- Faxed subpoenas do not constitute proper service.
- Reasonable attempts shall be made to notify parties when time constraints exist, and such efforts shall be documented.

H. Bankruptcy and Jurisdictional Limits

- All service and enforcement actions shall cease upon notice of bankruptcy unless ordered by the court.
- Constables are required to serve all process issued by their assigned court and may serve process within their jurisdiction and authorized by law

V. WARRANT PROCEDURES

Authority: A.R.S. § 22-131, A.R.S § 28-1525, A.R.S. § 11-445(I)-(J)

A. Scope and Authority

- The Warrant Procedures apply only to warrants and related court directives delivered to the Constables by a Justice court or other competent authority.

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- All warrant activities shall be performed within the course and scope of official duties and subject to judicial oversight.
- Constables do not perform routine law enforcement functions. When law enforcement action is required, law enforcement shall be contacted.

B. Service and Due Diligence

- Constables shall make reasonable and timely efforts to serve warrants consistent with court direction and due diligence standards.
- Service attempts shall consider officer safety, address availability, and court-imposed deadlines.
- Each attempt shall be documented sufficiently to support a lawful return to issuing court.

C. Safety and Law Enforcement Coordination

- Constables shall assess safety risks prior to and during warrant service attempts.
- When circumstances indicate elevated risk or the need for police actions, the Constable shall contact local law enforcement dispatch.
- Constables shall not conduct tactical operations or assume command of law enforcement.

D. Documentation and Return

- All Warrant Procedure activity shall be recorded in the standardized Constable activity log in accordance with A.R.S. § 11-445.
- Please refer to Section IX. Records and Reporting and those appendices attached hereto A-C

VI. COUNTY ADMINISTRATIVE PROCEDURES

A. Use of Private Vehicle for County Business

- Constables shall use privately owned vehicles for official duties and must meet minimum insurance requirements under Arizona law and County risk standards.
- Constables do not utilize County-owned vehicles.
- Mileage reimbursement is limited to approved milage only and shall be submitted in accordance with this manual outlined procedure.
- Constables are personally responsible for all traffic or parking citations incurred while performing official duties. No fines or penalties shall be reimbursed by the County.
- Traffic Accidents:
 - In the event of a traffic accident while performing official duties, the Constable shall:
 - Remain at the scene until released by law enforcement.
 - Call 911 if injuries are present.
 - Notify local law enforcement if no injuries occur.
 - Exchange identifying and insurance information with involved parties.
 - Collect witness information when available

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- All vehicle accidents shall be reported in accordance with County Risk Management procedures.
- Damage caused by reckless operation, willful misconduct, or impairment may result in personal liability.
- Discussion of accidents shall be limited to law enforcement, Risk Management, or County legal counsel.

B. Authorized Equipment in Constable Vehicle

Authority: **A.R.S. § 28-101(4), 28-624**

- Constable vehicles are not authorized emergency vehicles as defined by Arizona law. Emergency lights, sirens, or traffic signal preemption devices shall not be installed or used in Constable's private vehicles.
- Constables shall comply with all traffic laws when operating a vehicle in the course and scope of official duties.
- Emergency lights or sirens shall not be used in the performance of their duties.

C. Payments Receivable

Item	Requirement / Procedure
Cash Deposits	Cash received must be deposited as soon as practical. Deposits must be made weekly, or at the end of the day if totals reach \$1,000 or more (SAAM 2010).
County Treasurer Submission	Deposits must be made via the Treasurer's Receipt (TR) process weekly, but no less than monthly.
Safekeeping of Cash & Checks	If cash is not deposited the same day, it must be secured in locked, stationary storage (safe, file cabinet, desk, etc.). Blank checks must also be securely stored.

1. **Constable Activity Log** (refer to section IX. Records And Reporting and Appendix A)
 - a. Completed Constable Daily Activity Log for the covered period (generally an entire month).
2. **Mileage Reimbursement Form** (Appendix B)
 - a. Constables should file the claim form, FSD-4A (mileage reimbursement form),
3. **Claim Form & Instructions** (Appendix C)
 - a. Used to request payment to a vendor for goods or services that have already been received.

VII. GOVERNANCE AND ADMINISTRATION

Authority: **A.R.S. § 22-104, § 22-131, § 22-136, § 22-137, § 41-1823**

A. Organizational Structure and Court Coordination

- Constables shall perform official duties in coordination with the Justice of the Peace Precinct Courts to which they are assigned.

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- Operational alignment with Justice Court precinct locations shall be maintained unless otherwise authorized through appropriate authority.
- Constables are subject to applicable judicial administrative orders and oversight requirements issues through the Arizona Judicial Branch.

B. Internal Governance and Administration

- The Presiding Constable shall be selected and replaced by majority vote of the Constables.
- The Presiding Constable shall serve as the administrative liaison between the Constables, County departments, the Presiding Judges and the Board of Supervisors.
- Internal administrative procedures shall not conflict with judicial oversight, state law, or mandatory training and certification requirements.

C. Training, Certification, and Documentation

- Constables shall complete all mandatory training required by statute and the Constable Ethics Standards and Training Board (CESTB).
- Required training includes civil and criminal process, conflict resolution, and firearm safety when applicable.
- Training records and certifications shall be reported and retained in accordance with statutory requirements, County policy, and applicable records retention schedules.

D. Budget, Fiscal, and Administrative Coordination

- Each Constable shall prepare and submit an annual budget request reflecting actual and necessary expenses related to statutory duties.
- Approved funds shall be expended in accordance with County financial procedures and applicable law.

E. Liability, Risk Management, and Safety Oversight

- Constables shall perform duties within the course and scope of official responsibilities to maintain eligibility for liability coverage.
- Actions taken outside statutory authority or involving intentional or willful misconduct may result in denial of coverage.
- Firearm-related incidents shall be reported in accordance with this manual, County policy, and Risk Management requirements.

VIII. FIREARMS, CEW, AND USE OF FORCE

A. Firearm Carry and Peace Officers

Authority: A.R.S. § 22-131(E), § 38-1113(E), § 41-1823(B), ACIP Requirements AO 2024-17(Appendix D)

- Constables who are not AZPOST-certified shall not carry firearms in the course and scope of official duties unless all statutory training, authorization, and ACIP eligibility requirements are satisfied, and in compliance with Administrative Orders.

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- Constables shall not carry any other weapon, lethal or non-lethal, unless approved by the Presiding Judge in compliance with Administrative Order 2024-017 (attached).
- Authorization to carry a firearm is subject to, and conditioned upon, each constable meeting and obtaining ACIP coverage including but not limited to the law enforcement endorsement.
- Documentation demonstrating compliance shall be maintained by the Court Security Manager and made available upon request.
- A copy of the documents shall be sent by the Court Security Manager to the Risk Manager

B. Use of Force and Incident Reporting

Authority: A.R.S. § 11-261, § 13-3102, § 13-404, § 22-131(E), §38-1113(E)

Authority: AZPOST Certification Standards

Use of Force refers to any physical effort applied to compel compliance or overcome resistance in the performance of official duties. Force may include **less-lethal force**, which is intended to minimize the likelihood of death or serious bodily injury and may involve tools or techniques such as OC spray, conducted electrical weapons (tasers), impact weapons, or other less-lethal munitions. Lethal force refers to force that is reasonably expected to cause death or serious physical injury, typically involving the use of firearms or certain strikes or tactics employed only under extreme circumstances when legally justified.

Any Use of Force-related incident involving a constable shall be reported immediately to local law enforcement, though the appropriate 911 Dispatch Center, and, if needed, medical assistance shall be requested when injuries occur or are suspected.

- A written incident report shall be submitted to Court Security Department and Risk Management within twenty-four (24) hours of the incident.
- An outside law enforcement agency will conduct an investigation shall conduct a required independent investigation.
- Constables shall use only force that is objectively reasonable under the totality of circumstances.
- De-escalation techniques shall be used whenever reasonably safe and practical.
- Use of force decisions shall consider:
 - Ability
 - Opportunity
 - Jeopardy
 - Preclusion

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IX. RECORDS AND REPORTING

A. Constable Activity Log (Appendix A)

Authority: *A.R.S § 11-445(I)-(J), § 22-131, § 22-136, § 22-137, § 39-121 et seq.*

- Constables shall maintain a standardized daily activity log documenting official duty performed.
- Entries shall be accurate, timely, and sufficiently detailed to reflect:
 - Processes served or attempted
 - Case numbers
 - Names of parties involved
 - Service address (unless restricted by law)
 - Dates of service or attempted service
 - Mileage
- Activity logs are public records and shall be made available during regular office hours in accordance with public records law.
- Monthly activity logs shall be submitted to the Clerk of the Board of Supervisors no later than the close of business on the tenth (10th) day of the following month.
- Logs shall be retained for a minimum of two (2) years or longer if required by law of County retention schedules.

B. Return of Service

Authority: *A.R.S. § 22-131(A)-(B); Arizona Rules of Civil Procedure; Justice Court Rules of Civil Procedure*

- Constables shall complete a return of service or declaration of non-service for all court processes directed to them.
- Returns shall be completed accurately and submitted as expeditiously as practicable.
- Returns shall be received by the court no later than one (1) business day prior to the scheduled court appearance, unless otherwise directed by the court.
- Approved methods of submission include:
 - ✓ Personal delivery
 - ✓ Interoffice mail
 - ✓ Electronic submission (when authorized by the court)
 - ✓ United States Postal Service for out-of-county or out-of-state service
- Original affidavits and supporting documentation shall be produced upon court request.

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X. CODE OF CONDUCT

Election to the office of Constable is public trust. Constables are servants of the public and the courts and shall uphold integrity, independence, and impartiality of the judiciary pursuant to A.R.S. § 22-136.

Canon 1 – Uphold the Law and Maintain the Integrity of the Office

Authority: A.R.S. § 22-131, A.R.S. § 22-136, A.R.S. § 11-445

- Constables shall always respect and comply with the law and act to promote public confidence in the office.
- Constables shall maintain high standards of conduct to preserve public confidence in the office. Honesty, integrity, and truthfulness are required in all official duties.

Canon 2 – Avoid Impropriety and the Appearance of Impropriety

Authority: A.R.S. § 38-501 et seq., A.R.S. § 13-2602, A.R.S. § 13-2606

- Constable shall not use their position for personal gain or special privilege.
- Public resources shall not be used for personal purposes.
- Gifts, favors, or unauthorized compensation are prohibited.
- Conflicts of interest, real or perceived, shall be voided and disclosed as required.

Canon 3 – Perform Duties Impartially and Diligently

Authority: A.R.S. § 22-136, A.R.S. § 11-445(I-J), A.R.S. § 38-504(B)

- Duties shall be performed without bias or prejudice.
- Records shall be accurate, timely, and complete.
- Confidential information shall not be misused.
- Constables may provide procedural guidance but shall not provide legal advice.

Canon 4 – Maintain High Standards of Professionalism and Training

Authority: A.R.S. § 22-137

- Constables shall always maintain professional conduct.
- Required training shall be completed within statutory timelines.
- Annual continuing education requirements shall be met or exceeded

Fraternization

Authority: A.R.S. § 38-501 et seq.

- Supervisory relationships involving close personal, romantic, or familial relationships are prohibited. Relationships shall be disclosed promptly to the appropriate authority.
- Failure to disclose may result in disciplinary action.

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Liability

Authority: A.R.S. § 22-132, A.R.S. § 11-601

- Constables acting within the course and scope of duties and in good faith are generally covered under County liability protections.
- Unauthorized actions or deviation from these procedures may result in personal liability and denial of coverage. While constables are generally protected by judicial immunity in the service of writs, notices, and other process, to the extent that a constable engages in “misconduct”, such as a constable's willful or intentional failure to carry out a court directive, law, or rule, that protection may be limited or voided. See, A.R.S. 11-449; *Garibay v. Johnson in and for County of Pima*, 259 Ariz. 248 (2025).

XI. DEFINITIONS

ACIP

- Insurance coverage through the Arizona Counties Insurance Pool (ACIP) is subject to compliance with all applicable Arizona statutes, County policies, judicial orders, training requirements, and risk management standards in effect at the time of incident. Coverage is not automatic and may be denied for actions taken out of the scope of official duties, or for failure to meet required authorization, certification, or reporting requirements, etc.

A.R.S.

- Arizona Revised Statutes, laws of the State of Arizona as passed by the State Legislature.

Affidavit of Service

- A sworn statement describing the service of process including the date, time, address, and identity or description of the person served, and type of service by the Constable.

Associate Presiding Constable

- A Constable selected by majority vote of the Constables to exercise the powers of the Presiding Constable during their absence or inability to act as the Presiding Constable consistent with A.R.S. § 22-104.

AZPOST Certification

- A.R.S. § 41-1821 establishes the Arizona Peace Officers Standards and Training Board and sets forth the requirements of peace officer certification stated in A.R.S. § 41-1822(A)(3).

Body Attachment / Civil Arrest Warrant

- Order issued by a justice of the peace or superior court judge, to bring before the court a person who has failed to appear.

Carrying

- Possession or access to a firearm by the Constable or Deputy Constable.

Civil Process

- Writs, summons, mandates, or other orders issued from a court having jurisdiction over a civil case.

Complaint

- Pleading setting forth a claim for relief with a statement of the material facts supporting the plaintiff's demand or claim.

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Conformed Copy

- A true and correct copy of a pleading filed with the court. A written signature may be replaced with the conformed copy with a stamp or notation indicating that it was signed by the person whose signature appears on the original.

Constable

- Elected officer executing processes/warrants in accordance with A.R.S § 22-131.

Constable Administration

- A County employee who is hired in collaboration with the Presiding Constable and County Manager's Office to administer the day-to-day functions of the Constables.

Constable Log

- A standardized electronic document provided by the CESTB for download from their website <https://cestb.az.gov/> for Constables to log their daily work activities.

Constable Ethics Standard and Training Board ("CESTB")

- A.R.S. § 22-136 establishes and Constables Ethics Standards and Training Board that sets the professional standards for Constables throughout the State consistent with A.R.S. § 22-137.

Course and scope of service

- A.R.S. § 22-131(A): "Constables shall attend the courts of justices of the peace within their precincts when required, and within their counties execute, serve and return all process and notices directed or delivered to them by a justice of the peace of the county or by competent authority." Constables are peace officers to the extent necessary for carrying out their primary duty of serving process and attending courts. See A.R.S. 22-131: see also Op. Atty, Gen. 184-167.

Defendant

- The person responding to a complaint.

Demand (for judgment)

- A request made to a judgment debtor to comply with the order or decree of the court.

De-escalation

- Acting or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the necessary force. De-escalation may include the use of such techniques as command presence, verbal direction, warnings, verbal personation, and tactical repositioning.

De-escalation Techniques

- Tactics and techniques used by Constables, consistent with their training and experience, when reasonable safe and practical to do so without compromising peace officer priorities, that seek to minimize the likelihood of the need to use force during an incident and increase the likelihood of voluntary compliance.

Display of Force

- For the purpose of this procedure, removing the TASER CEW from the holster, arming the TASER CEW by shifting the safety switch into the up position, displaying the TASER CEW in the direction of a subject

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while in the armed position, and depressing the ARC switch showing electricity across the front of the TASER CEW Cartridges (Warning ARC) or drawing from the holster and displaying the TASER CEW at the low ready are all displays of force, and not a Use of Force. Use of Force documentation does not need to be completed for a display of force.

Due Diligence

- The measure of activity or attention to duty is properly expected from, and ordinarily exercised by, a reasonable and prudent person under the current circumstances.

Execution

- The performance of an act ordered by writ, warrant, or other process that commands seizure of a person or thing.

Exemption

- A statutory provision providing that a certain type or amount of a debtor's property is not subject to garnishment, attachment or levy, execution, seizure, or forced sale.

Firearms

- Under the procedure, "firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, or other weapon that will or is designed to or may readily be converted to expel a projectile by the action of expanding gases, expecting that it does not include a firearm in permanently inoperable condition. A.R.S. § 13-105; A.R.S. § 38-1113.

Secondary Firearm:

- Authorized service firearms with a barrel length of less than four inches.

Long Gun:

- Any rifle/carbine on the Approved Firearms List carried by authorized and qualified personnel in the course of their assigned duties which include deputies and designated firearms certified Constable trained in its use.

Firearms Training Unit (FTU)

- Mohave County Constables AZPOST certified firearms instructor and certified armorers.

Forcible Detainer

- A complaint concerning the right to use and possession of real property.

Eviction

- Eviction is the legal removal of a tenant or occupant from a property by court order, and the Constable's role is to serve the required legal notices and enforce the court-issued eviction order in accordance with the law.

Imminent

- About to take place. In relation to the use of force, the rationale is that Constables should not actually be struck before defending themselves. By "imminent" sets higher standard than being apprehensive in a hostile situation. It requires the perception of both the intent to immediately strike and the ability to carry it out. The Constable must be able to articulate the factors that led to that conclusion.

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Indemnity Bond

- A bond payable to a party, which provides compensation to and protects that party from future losses which may occur through the actions of the party placing the bond.

Levy

- To take in custody; seize.

Non-Exempt

- Debtor's property is not protected from execution or seizure by statute.

Objectively Reasonable/Reasonable

- The determination that the necessity to act and the type of action used is based upon the Constable's evaluation of the situation in light of the facts and the circumstances confronting the Constable, at the time the action is used and upon what a reasonable and prudent Constable would use under the same or similar situation.

Peace Officer

- A deputy performing law enforcement duties and an elected Constable in the performance of his or her duties.

Personal Property

- Tangible, movable property.

Personal Service

- Actual delivery to the party to be served. "Personal" refers to the one served, not the one who serves.

Plaintiff

- The person who files a complaint or other petition for relief.

Presiding Constable

- A Constable selected by majority vote of the Constables to serve as general administrator of the Constables and to act as the primary liaison between the Constables and County management. A.R.S. § 22-104.

Private Vehicle

- A Vehicle in the possession of an elected official or employee that is not owned or otherwise insured by Mohave County or any agency or division of Mohave County.

Process

- Any means used by the court to acquire, or to exercise jurisdiction over, a person or property. Usually refers to the method used to compel the attendance in court of a defendant in a civil suit. Due process is the orderly sequence of events that must occur to ensure that justice is fairly administered before relief may be ordered by the court.

Real Property

- Land, and generally whatever is erected upon it or affixed to it.

Redelivery Bond

- A bond, given to an officer who has levied or attached personal property, to obtain the release and repossession of the property.

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Return of Service

- Notice by the Constable who processed (a subpoena, for example) with a note of who has or has not been served.

Satisfied

- Demands of a writ or other order have been met, such as payment of a judgment.

Serious Physical Injury

- Injury that involves a substantial risk of death, protracted and obvious disfigurement, or extended loss or impairment of the function of a body part or organ.

Service of Process

- Delivery of court-ordered actions.

Daily Activity Log

- Log of work-related activities, including a listing of all processes served and the number of processes attempted to be served by case number, the names of plaintiffs and defendants, the names and addresses of person to be served except as otherwise precluded by law, the date of process and the daily milage.

Subpoena

- Order requiring a person to appear in court and give testimony as a victim or witness.

Substitute and Alternative Service

- Service upon a person of suitable age (minors must be at least 16 years of age) and discretion (mentally competent) living in the same household as the person named on the documents.

Unsatisfied

- When payment or performance has not fully complied with the demands of a writ.

Use of Force

- Any physical effort used to compel compliance or overcome resistance
- **Less Lethal Force:** intended to reduce likelihood of death or serious bodily injury, such as:
 - ✓ OC spray
 - ✓ Tasers
 - ✓ Impact weapons
 - ✓ Less-lethal munitions
- **Lethal (Deadly) Force:** expected to cause death or serious physical injury, usually:
 - ✓ Firearms
 - ✓ Certain strikes or tactics under extreme circumstances
- **Warrant**
 - ✓ A warrant is a written order issued by a judge or magistrate that authorizes a law enforcement officer, including a constable, to take specific legal action.
- **Writ**
 - ✓ Court-authorized orders; execution per statute.

APPENDIX A
Constable Activity Log

APPENDIX B
Mileage Reimbursement Form

MOHAVE COUNTY CONSTABLE POLICIES AND PROCEDURES

INSTRUCTIONS FOR COMPLETING FORM FSD-4a IN-COUNTY MILEAGE REIMBURSEMENT EXPENSE REPORT

GENERAL PURPOSE:

Form FSD-4a is a shortened version of FDS-4 Travel Expense Report which can be used by Mohave County Employees who are only requesting mileage reimbursement for travel in a personal vehicle within Mohave County limits. For mileage reimbursement outside of Mohave County limits form FSD-4 must be completed.

DETAILED EXPLANATION OF NATURE OF COUNTY BUSINESS	The explanation should clearly explain the reason for the County business and should include the names of clients/contacts and reason for the meeting, case numbers, and any other information that will substantiate the business nature of the trip										
DEPART CITY	City of departure or abbreviation BHC, CC, CHL, DS, FTMO, GV, KGM, LHC, MDVW,										
ARRIVE CITY	City of departure or abbreviation BHC, CC, CHL, DS, FTMO, GV, KGM, LHC, MDVW,										
DEPART TIME	Time of departure for trip										
ARRIVE TIME	Time of arrival to destination										
ODOMETER START	Input odometer reading at start of trip										
ODOMETER END	Input odometer reading at end of trip										
TRIP MILES	Calculated mileage based on start and end odometer readings										
LESS COMMUTE MILES	Mileage from home to normal worksite										
MILEAGE CLAIMED	Calculated mileage multiplied by the current mileage reimbursement rate										

EXAMPLES:

DATE	DETAILED EXPLANATION OF NATURE OF COUNTY BUSINESS	DEPART CITY	ARRIVE CITY	DEPART TIME	ARRIVE TIME	ODOMETER START	ODOMETER END	TRIP MILES	MILEAGE REIMBURSEMENT RATE		TOTAL MILEAGE AT 0.67
									LESS COMMUTE MILES	MILEAGE CLAIMED	
03/29/19	CR2011-0010; BILL SMITH; ISSUE WARRANT; NOT THERE	BHC	FTMO	9:00AM	9:30AM	123123.00	123153.00	30.00			20.10
03/29/19	RETURN TRIP	FTMO	BHC	9:40AM	10:10AM	123153.00	123183.00	30.00			20.10
03/29/19	CR2012-123; JAN JONES; SUMMONS	BHC	BHC	10:00AM	10:15AM	123208.00	123216.00	8.00			5.36
03/29/19	RETURN TRIP	BHC	BHC	10:15AM	10:15AM	123216.00	123224.00	8.00			5.36
								76.00	0.00		50.92

DATE	DETAILED EXPLANATION OF NATURE OF COUNTY BUSINESS	DEPART CITY	ARRIVE CITY	DEPART TIME	ARRIVE TIME	ODOMETER START	ODOMETER END	TRIP MILES	MILEAGE REIMBURSEMENT RATE		TOTAL MILEAGE AT 0.67
									LESS COMMUTE MILES	MILEAGE CLAIMED	
								0.00			-
								0.00			-
								0.00			-
								0.00	0.00		-

APPENDIX C
Claim Form & Instructions

MOHAVE COUNTY CONSTABLE POLICIES AND PROCEDURES



MOHAVE COUNTY CLAIM FORM

CLAIMANT: _____ DEPT: _____
 ADDRESS: _____

 VENDOR #: _____ DATE: _____

COUNTY CANNOT CONSIDER CLAIMS UNLESS SUBMITTED WITHIN SIX MONTHS (ARS 11-622)

Business Purpose - (Required)
 (Who? What? When? Where? Why? How does this expenditure serve the public interest?)

Invoice No.	Date	Description-Service/Commodity	Amount
Total Amount			\$0.00

Documentation Checklist	Org code	Object	Project	Amount
<input type="checkbox"/> Invoice <input type="checkbox"/> Packing slip (or confirmation of receipt of service) Travel: <input type="checkbox"/> PSD1 Form <input type="checkbox"/> PSD4 Form (attach when travel is completed) <input type="checkbox"/> GSA rates <input type="checkbox"/> Meeting Agenda <input type="checkbox"/> Mileage Form (if applicable) <input type="checkbox"/> Attendance sheet for meeting materials <input type="checkbox"/> Program information for program event <input type="checkbox"/> FAIMS form for Equipment or Capital Assets				
Total				\$0.00

BUDGET AVAILABLE: \$ _____ **or BUDGET TRANSFER NUMBER:** _____

DEPARTMENT APPROVAL

I hereby certify that this claim is just and true, no part of which has been paid and the same is hereby approved.

SIGNATURE

DATE

EXTENSION

MOHAVE COUNTY CONSTABLE POLICIES AND PROCEDURES

Claimant Address	Enter vendor information. If you can not find a vendor number in Enterprise ERP (Munis) please contact vendors@mohave.gov. We will confirm your search and send you current forms for the vendor to fill out and submit for entry.
Vendor #	
Department	Department that received the product or service
Date	Enter the date of request
Business Purpose	Explain how this purchase benefits the citizens of Mohave County. Include what was purchased, how it was used, who benefits from it and why it was necessary.
Invoice # Date Description Amount	Briefly summarize each transaction on the claim. Although multiple invoices may be included on one claim form, each invoice must be entered separately in Enterprise ERP (Munis).
Documentation Checklist	Check off your attachments as you include them.
Org Code	Enter your 8 digit org code to charge
Object	Enter the object appropriate to this expenditure
Project	Most transactions do not include a project code. Enter one only if applicable.
Amount	
Budget Available Budget Transfer #	Check your budget. Enter the amount available in your org/object OR enter a Budget Transfer to cover the purchase and reference the transfer number here.
Signature	Have your claim signed by an authorized representative of your department. If an authorized representative is in electronic workflow, you may note their name in the signature field instead. For example, "Authorized signer John Doe will approve through electronic workflow".

APPENDIX D
Administrative Order 2024-17

MOHAVE COUNTY CONSTABLE POLICIES AND PROCEDURES

FILED BHC
TIME 3:09 P.M

JUL 12 2024

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MOHAVE

CHRISTINA SPURLOCK
CLERK SUPERIOR COURT
BY: [Signature] DEPUTY

IN THE MATTER OF CONSTABLES
CARRYING FIREARMS

ADMINISTRATIVE ORDER
NO. 2024-017

The Arizona Code of Judicial Administration § 5-301 sets forth the statewide court security standards for the Judicial Branch in Arizona. In § 5-301(D)(6)(b), the Code requires the presiding judge of the county to establish policy on the carrying of firearms for personal safety by judicial officers or other court employees in superior courts and justice courts, including consolidated justice and municipal courts. This includes addressing who is authorized to carry a firearm, the training requirements that must be met to be authorized to be armed, and the process for obtaining authorization to be armed, in conformity with state and local laws regulating firearms.

Arizona Revised Statute § 38-1113(C) provides the following:

A peace officer or retired peace officer, may be prohibited from carrying a firearm as follows:

1. In a jail, correctional facility or juvenile detention facility.
2. Except for peace officers acting in their official capacity and carrying official peace officer identification, by order of:
 - (a) The presiding judge or justice when attending any court that is established pursuant to the constitution of this state or title 12, except if the peace officer or retired peace officer is providing court security or responding to an emergency.
 - (b) A justice court when attending the justice court, except if the peace officer or retired peace officer is providing court security or responding to an emergency.
 - (c) A municipal court when attending the municipal court, except if the peace officer or retired peace officer is providing court security or responding to an emergency.

Additionally, A.R.S § 38-1113(G)(2) states: "'Peace Officer' has the same meaning prescribed in section 1-215." A.R.S. § 1-215 defines "peace officers" to mean "sheriffs of

MOHAVE COUNTY CONSTABLE POLICIES AND PROCEDURES

counties, constables, marshals, policemen of cities and towns, commissioned personnel of the department of public safety, personnel who are employed by the state department of corrections and the department of juvenile corrections *and who have received a certificate from the Arizona peace officer standards and training board.*” Further, A.R.S. § 38-1113(C)(7) states: “A peace officer or retired peace officer may be prohibited from carrying a firearm . . . [p]ursuant to court order.” Finally, A.R.S. § 38-1113(E) states: “[a] presiding judge may establish rules or policies that are consistent with this section for the protection of the court.”

While constables are, in part, peace officers, they are also officers of the Court and are subject to the jurisdiction of the court, and subject to administrative oversight by the presiding judge of the superior court. *See*, A.R.S. § 22-131(a); Rule 92(a)(2), Rules of the Supreme Court; *see also*, *Clark v Campbell*, 219 Ariz. 66 (App. 2008).

Administrative Order No. 2014-038 sets forth the policies, procedures, and restrictions for police officers, probation officers, surveillance officers, and court security officers, and others, to carry firearms in court facilities. However, this Court has not issued any orders or policy directly regarding constables and deputy constables carrying firearms into court facilities, or otherwise when acting as an officer of the Court.

The Presiding Judge has adopted the Mohave County Courts Security Policy Manual containing additional requirements, conditions, and restrictions which are applicable to all persons seeking to carry firearms into court facilities.

Arizona Attorney General Opinion No. I16-008, re: Re: Limitations on Constables Rights to Carry Firearms, clearly differentiates the rights and duties of constables that possess a certificate from the Arizona Peace Officer Standards and Training Board and those that do not.

IT IS THEREFORE ORDERED that constables who have a certificate from the Arizona Peace Officer Standards and Training Board—i.e., are AZPOST certified peace officers—are permitted to carry their firearm into court facilities when they are entering the facility in their official capacity.

IT IS FURTHER ORDERED that constables who are not AZPOST certified peace officers are permitted to carry their firearm into court facilities if they are entering the facility in their official capacity, and they meet each of the following minimum requirements:

1. Taken and successfully completed an AZPOST approved Firearms Training class.

MOHAVE COUNTY CONSTABLE POLICIES AND PROCEDURES

2. Taken and successfully completed AZPOST approved classes on Use of Force, Laws of Arrest, and Arrest and Control Techniques.
3. Passed a psychological examination that culminates in a written report and suitability determination for carrying a firearm under the color of authority.
4. Possess a valid Arizona Concealed Weapon License.
5. If requested by Arizona Counties Insurance Pool, provided an AZPOST approved background check as described in Arizona Administrative Code Title 13, Ch. 4, section R13-4-106.

IT IS FURTHER ORDERED that each constable shall take and successfully complete the entire mandatory basic training course for newly elected constables covering topics including civil and criminal process, conflict resolution and firearm safety, as taught by an AZPOST certified training instructor using AZPOST approved standards, in addition to all other training which may be required by law or court order, as required by A.R.S. § 22-137(E). Such constables must have on file with the Court Security Department proof of successful completion of such training.

IT IS FURTHER ORDERED that each constable shall take and successfully complete training and recertification on an annual basis, including: 1) passing an AZPOST firearms qualification and target identification and judgment qualification yearly; and, 2) attending 16 hours of AZPOST approved training each year, pursuant to ARS § 22-137 (E). The foregoing annual training is an addition to all other training required by law or order of the Court.

IT IS FURTHER ORDERED that no constable may carry a firearm into a court facility unless that constable has a copy of a current and good standing AZPOST certification and/or proof of successful completion of all the required training and other conditions set forth above, including annual required training, on file with the Court Security Department.

IT IS FURTHER ORDERED that constables entering a court facility for personal business, such as appearing in a judicial proceeding as a party to a case, are not permitted to bring a firearm into the facility and must go through security screening the same as any other member of the public.

IT IS FURTHER ORDERED that constables are subject to, and must fully comply with, the conditions and restrictions set forth within § 5-306(G)-(Q), Arizona Code of Judicial Conduct, when carrying or possessing a firearm when acting as an officer of the Court, or in and around court facilities, in addition to all directives of a court of competent jurisdiction.

IT IS FURTHER ORDERED that constables shall not carry firearms loaded with .357 Magnum, .44 Magnum and 10mm ammunition into court facilities, or otherwise when

MOHAVE COUNTY CONSTABLE POLICIES AND PROCEDURES

acting as an officer of the Court, consistent with Title VI (Firearm Security), Part B, of the Mohave County Courts Security Policy Manual.

IT IS FURTHER ORDERED that constables shall comply with the conditions and requirements of the Mohave County Courts Security Policy Manual, Title VII (Use of Force) when carrying or possessing a firearm or other weapons, lethal or non-lethal, when acting as an officer of the Court or in and around court facilities.

IT IS FURTHER ORDERED that constables shall not carry any other weapon, lethal or non-lethal, other than their approved firearm, if any, when acting as an officer of the Court, or in and around court facilities, without first obtaining the written permission of the Presiding Judge, after consultation with Court Administration and the Court Security Department.

IT IS FURTHER ORDERED that constables shall not carry firearms or any other weapon, lethal or non-lethal, when acting as an officer of the Court, or in and around court facilities, without first obtaining insurance coverage from the Arizona Counties Insurance Pool, specifically Law Enforcement Activities Coverage, and shall meet all Conditions of Coverage for Law Enforcement Activities. Constables must have on file with both the Court Security Department and County Risk Management proof of Law Enforcement Activities Coverage through the Arizona Counties Insurance Pool, before carrying firearms, or any other weapon, lethal or non-lethal, while serving as an officer of the Court.

IT IS FURTHER ORDERED that no deputy constable shall be appointed unless:

1. Approved in writing by the Presiding Judge; and,
2. Approved in writing by the Mohave County Board of Supervisors; and,
3. The deputy constable meets all requirements of law, including possessing a valid and current AZPOST peace officer certificate.

IT IS FURTHER ORDERED that all orders set forth within this administrative order are equally applicable to deputy constables.

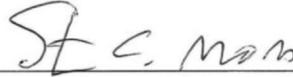
IT IS FURTHER ORDERED that constables who violate this administrative order may be held in contempt of court and have sanctions imposed upon them, including but not limited to, fines and incarceration, after notice and opportunity to be heard, and/or may be reported to the Arizona Constable Association and/or Constables' Ethics Standards & Training Board for potential disciplinary action.

IT IS FURTHER ORDERED that this order only regulates or restricts a constable's right to carry or possess firearms or other weapons, lethal or non-lethal, at those times and places a constable is acting as an officer of the Court. Nothing within the foregoing shall be deemed to restrict a constable's rights under the Second Amendment of

MOHAVE COUNTY CONSTABLE POLICIES AND PROCEDURES

the United States Constitution or Article 2, Sec. 26, of the Constitution of the State of Arizona, at those times and places a constable is not acting as an officer of the Court.

Dated this 12th day of July 2024.



Honorable Steven C. Moss
Presiding Judge

Original: Clerk of the Superior Court

Copies: Kip Anderson, Judicial Branch Administrator
Bob Lawless, Director of Security
All Mohave County Justices of the Peace
All Mohave County Constables

MOHAVE COUNTY FINANCIAL SERVICES

Luke G. Mournian, CPA
Chief Financial Officer

700 West Beale Street, 3rd Floor
P.O. Box 7000
Kingman, AZ 86402-7000

Phone: (928) 753-0735
Fax: (928) 753-0704
www.mohave.gov

DATE: March 10, 2026
TO: Mohave County Board of Supervisors
CC: Sam Elters, P.E., County Manager
 Steven Moss, Superior Court Presiding Judge
 Kip Anderson, Superior Court Administrator
FROM: Luke G. Mournian, CPA, Chief Financial Officer
SUBJECT: Cerbat Constable Travel expenditures

At its December 1, 2025 meeting, Cerbat Precinct Constable Eddie Carman requested that the Board of Supervisors (BOS) approve additional budget of \$16,000 for his precinct. After discussion, the BOS approved to increase his travel budget by \$8,000, raising the total line item budget to \$18,500. Constable Carman was directed to make efforts to adjust his operating procedures in order to reduce miles traveled, thereby reducing travel costs. The BOS also directed staff and Constable Carman to report back to the BOS with an update on his travel budget.

A review of Cerbat Precinct year-to-date budget shows travel expenditures (mileage reimbursement requests) have been somewhat curtailed since December 1. Between July and November 2025, average monthly expense was \$2,400. December through February average expense was \$1,700, a 29% decrease.

The below chart shows YTD Travel Expenses for the Cerbat Precinct. Due to the timing of mileage reimbursement requests, there is a one-month lag in financial reporting (i.e. August data shows July expense, and so on):

Fiscal Period	Actual Expense	Cumulative Expense	Remaining Budget	Notes
July	0.00	0.00	18,500.00	
August	1,531.60	1,531.60	16,968.40	
September	2,408.70	3,940.30	14,559.70	
October	2,753.10	6,693.40	11,806.60	
November	3,046.40	9,739.80	8,760.20	
December	2,379.30	12,119.10	6,380.90	
January	1,766.10	13,885.20	4,614.80	
February	1,795.83	15,681.03	2,818.97	
March	1,528.30	17,209.33	1,290.67	Current as of 3/9/2026
April	1,700.00	18,909.33	-409.33	Projected Deficit
May	1,700.00	20,609.33	-2,109.33	Projected Deficit
June	1,700.00	22,309.33	-3,809.33	Projected Deficit
EOY	1,700.00	24,009.33	-5,509.33	Projected Deficit

Present trend indicates the Cerbat Constable will exhaust his travel budget in April 2026 and has need for additional budget transfer from General Fund 10011000-47960 Contingency to Cerbat Constable 10010905-43310 - Travel Expenses so as to avoid a budget deficit during the last quarter of FY2026.

YEAR-TO-DATE BUDGET REPORT

FOR 2026 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10010905 CONSTABLE CBT							
34135 CONSTABLE FEES							
10010905 34135 CONSTABLE FEES	-18,000	0	-18,000	-11,962.00	.00	-6,038.00	66.5%*
40110 SALARIES/WAGES							
10010905 40110 SALARIES/WAGES	50,000	0	50,000	32,204.15	.00	17,795.85	64.4%
40210 FICA/MEDICARE							
10010905 40210 FICA/MEDICARE	3,825	0	3,825	2,174.63	.00	1,650.37	56.9%
40230 HEALTH INSURANCE							
10010905 40230 HEALTH INSURANCE	24,411	0	24,411	15,190.85	.00	9,220.15	62.2%
40240 WORKERS COMP							
10010905 40240 WORKERS COMP	2,575	0	2,575	1,221.57	.00	1,353.43	47.4%
40290 ELECTED OFFICIALS RETIREMENT							
10010905 40290 ELECTED OFFICIAL	35,220	0	35,220	19,241.88	.00	15,978.12	54.6%
41100 OFFICE SUPPLIES							
10010905 41100 OFFICE SUPPLIES	400	-41	359	370.99	.00	-11.99	103.3%*
41280 CLOTHING UNIFORMS SAFETY APPRO							
10010905 41280 CLOTHING UNIFORM	350	0	350	.00	.00	350.00	.0%
43120 DATA PROCESSING SERVICES							
10010905 43120 DATA PROCESSING	1,661	0	1,661	966.00	.00	695.00	58.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 09

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
43215 IS DATA LINES							
10010905 43215 IS DATA LINES	78	0	78	49.00	.00	29.00	62.8%
43216 IS CELL PHONE EXPENSE							
10010905 43216 IS CELL PHONE EX	1,099	41	1,140	599.13	.00	540.87	52.6%
43221 IS WAREHOUSE CHARGES							
10010905 43221 IS WAREHOUSE CHA	22	0	22	14.00	.00	8.00	63.6%
43222 IS TELECOMMUNICATIONS CHARGES							
10010905 43222 IS TELECOMMUNICA	125	0	125	70.00	.00	55.00	56.0%
43230 POSTAGE							
10010905 43230 POSTAGE	1,000	0	1,000	574.98	.00	425.02	57.5%
43232 IS COURIER							
10010905 43232 IS COURIER	60	0	60	35.00	.00	25.00	58.3%
43310 TRAVEL EXPENSES							
10010905 43310 TRAVEL EXPENSES	10,500	8,000	18,500	17,209.33	.00	1,290.67	93.0%
47930 MEMBERSHIP DUES SUBSCRIPTIONS							
10010905 47930 MEMBERSHIP DUES	125	0	125	125.00	.00	.00	100.0%
TOTAL CONSTABLE CBT	113,451	8,000	121,451	78,084.51	.00	43,366.49	64.3%
TOTAL REVENUES	-18,000	0	-18,000	-11,962.00	.00	-6,038.00	
TOTAL EXPENSES	131,451	8,000	139,451	90,046.51	.00	49,404.49	
GRAND TOTAL	113,451	8,000	121,451	78,084.51	.00	43,366.49	64.3%

** END OF REPORT - Generated by Mournian, Luke **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	9	Y	N
Sequence 2	11	N	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: N
 Print Full or Short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2026/ 1
 To Yr/Per: 2026/ 6
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2026/ 9
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria	
Field Name	Field value
Org	10010905
Object	
Project	
Rollup code	
Account type	
Account status	