



OFFICE OF THE
YATES COUNTY SHERIFF
RONALD G. SPIKE

Public Safety Building • 227 Main Street
Penn Yan, New York 14527-1720
Telephone: 315-536-4438

Web site: www.yatescountysheriff.org

Email: sheriff@yatescounty.org

JOHN C. GLEASON
Undersheriff

PHONES: (315) area code
Emergency 911
Fax 536-5191
Administration 536-5172
Animal Control 694-6077
Civil Division 536-5174
Court Security 536-5107
Criminal Division 536-5176
Dispatcher 536-4439
Jail Division 536-5175
Juvenile Division 536-5177
Marine Division 536-5526
P.S. Comm. Div. 531-3214
Records Division 536-5178
Tip Hotline 536-5558

YATES COUNTY SHERIFF'S OFFICE
EVICITION PROCEDURES

In order to make sure that enforcement of Warrants of Eviction proceed quickly and without undue expense, the following procedures have been developed and adopted by the Sheriff's Office Civil Division to follow in each case. Listed below are the various steps and obligations involved in the process to avoid confusion.

- The original Warrant of Eviction and three copies must be signed by a judge, must contain a good description of the property, and also direct the Sheriff to enforce the Warrant.
- Payment of fees will be required at the time the papers are received. *Additional costs or expenses that are incurred during service may be charged to the Plaintiff.*
- The Plaintiff's or the Attorney's name and telephone number must be included with the papers so that they may be notified promptly when enforcement has been scheduled. **Safety information relative to drugs, weapons, or dangerous animals on the premises should be conveyed to the Civil Division as soon as possible.**
- Evictions may only be enforced between sunrise and sunset and may not be conducted on Sunday's or any other religious Sabbath. If the eviction process can not be completed by sunset the petitioner is responsible for paying the Sheriff for overnight security at the current overtime rate.
- **After the Warrant of eviction has been posted, the Civil Deputy will contact the Plaintiff or the Attorney and advise them of the date and time of the enforcement.**
- After the Warrant of Eviction is posted, The Plaintiff or any representative, should refrain from entering the property until the day of the Eviction enforcement and then only in the presence of a Deputy.
- The Plaintiff is responsible for making arrangements for the removal of the tenant's property from the premises. *The Yates County Sheriff's Office strongly suggests storage of the property by a "bonded" moving and storage company.* It is the Plaintiff's responsibility to remove vehicles from the premises. Hazardous property such as weapons or drugs will be collected by the enforcement officer and will be held by the Sheriff's Office for safe-keeping.
- The Plaintiff is also responsible for having the locks changed on the premises only after the property has been removed and the premises turned over to the custody of the Plaintiff. In the event of an Eviction from a mobile home, the Petitioner and obtain the space where it is to be moved.
- **If the Plaintiff or Attorney wishes to cancel enforcement of the Eviction or if the tenant(s) voluntarily moved out, a letter must be received by the Civil Division prior to the scheduled eviction.** *If the Civil Division responds to a scheduled Eviction and learns that the tenants have moved out or the Plaintiff/Landlord does not show up, the Plaintiff may be subject to additional charges for each Deputy that responded.*
- Enforcement of the Eviction will be considered complete upon the receipt of the Officer's Return.
- Thank you for your cooperation.

Eviction Procedures revised 04/14

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PERSON YOU WANT SERVED:

Name: _____

Address: _____

Home Telephone: _____

Hours the person is usually home: _____

Other persons living there: _____

EMPLOYER INFORMATION:

Employer: _____

Employer Address: _____

Employer Telephone: _____

Hours the person works: _____

Places known to frequent: _____

Vehicle Description: _____

License Plate Number: _____ Dogs in the house _____

PHYSICAL DESCRIPTION: Age _____ Date of Birth _____ Height _____

Weight _____ Hair _____ Eyes _____ Beard _____ Moustache _____

Glasses _____ Other Distinguishing Features _____

Your Name: _____
Your Address: _____
Your Home Telephone: _____
Your Work Telephone: _____
Contact Person for Enforcement _____