

North Carolina Department of Labor
Division of Occupational Safety and Health
Raleigh, North Carolina

Field Information System

Operational Procedure Notice # 93

Subject: Service of Process for OSHA Citations

A. Purpose. This OPN transmits the system for services of process by a county Sheriff's Departments. If personal delivery of notices, citations, cease and desist orders, or any other document necessary to enforce compliance will require excessive travel time or if it is likely that the employer will avoid delivery, sheriff's service is a very cost-effective option.

B. Discussion. It is reasonable to have the Sheriff's Department provide service of process for OSHA pleadings and other notices when necessary. The Commissioner of Labor has authority to issue notices and citations pursuant to N.C.G.S. 95-133(b)(9). The Commissioner is given authority under N.C.G.S. 95-133(b)(11) to require "papers and documents necessary for any hearing or other proceeding . . . to be served by the process officers of the State." Those process officers are the county sheriffs and their deputies.

Pursuant to N.C.G.S. 7A-311(a) a fee of \$5.00 shall be assessed for every item of civil purpose. When two or more items of civil process are served simultaneously on one party, a single \$5.00 fee is assessed; however, a separate service charge is imposed for each separate entity served. The county retains the fee whether process is served or only attempted to be served.

For example, the county sheriff's department will deliver OSHA notices and citations within county lines for \$5.00 per person or per company to be served. The total fee must be paid when the citation or other document is delivered to the sheriff's department. You may personally pay this fee and request reimbursement on your expense statement, or you may send a request through the Budget Office for the expenditure in advance if there is sufficient time.

The attached "Return of Service" form should be affixed to the document so the serving deputy can certify the date of service, location/address, and actual person with whom the documents were left. Also attached is an alphabetical list of counties with addresses, telephone numbers, and contact persons within each sheriff's department.

C. Action. This process should be followed for difficult service situations. The attached return of service form is also available in the public cabinet under "Service of

Process/OSH."

Contract the county Sheriff's Department where the employer is physically located. Provide to the Sheriff's Department, either by mail or in person, a service package containing a cover letter requesting delivery, the citation, a return of service form and a check for the total fee.

October 21, 1994
Date

(Signed on Original)
Charles N. Jeffress
Director

COUNTY	SHERIFF	CONTACT PERSON	TELEPHONE	ADDRESS
Alamance	Richard Frye	Sylvia B. Hayes	910-570-6311	109 Maple St. Graham, NC 27253
Alexander	Ray Warren	Larry Elder	704-632-4658	100 First St. SW Suite 1 County Courthouse Taylorsville, NC 28681-2592
Alleghany	Mike Caudill	Nyla Duncan	910-372-4455	P.O. Box 53 Sparta, NC 28675-0053
Anson	Tommy H. Allen, Jr.		704-694-4188	119 N. Washington St. Wadesboro, NC 28640-0395
Ashe	Jim Hartley	Carolyn Gentry	919-246-9745	P.O. Box 395 Jefferson, NC 28640-0395
Avery	Edward Gwynn	Sherry Wise	704-733-5855	P.O. Box 426 Newland, NC 28657-0426
Beaufort	Nelson Sheppard	Beverly Parker	919-946-7111 1-800-682-0101	P.O. Box 1087 210 N. Market St. Washington, NC 27889-4950
Bertie	James Wallace Perry	Margaret A. Pierce	919-794-5330	P.O. Box 157 Dundee Street Windsor, NC 27983-0157
Bladen	Earl Storms	Stephen W. Bunn- Chief Deputy	910-862-6960	P.O. Box 396 Elizabethtown, NC 28337-0396

Brunswick	John Carr Davis	Pam Hunt- Administrative Asst.	910-253-4321 1-800-672-6379	P.O. Box 9 Bolivia, NC 28422-0009
Buncombe	Charles Long	Lee Farnsworth- Captain	704-277-3131	393 Hendersonville Rd. Asheville, NC 28803-2761
Burke	Ralph Johnson Direct Line: 704-438-5507	Russell Vinay- Captain	704-438-5500	150 Government Drive Morganton, NC 28655
Cabarrus	Robert M. Canaday	A. W. Barringer (Alva Wayne)- Lieutenant	704-788-3108	P. O. Box 525 85 Union Street S. Concord, NC 28025
Caldwell	Roger Hutchings	Steve E. Reid- Mayor	704-758-2324	214 N. Mulberry St. N.W. Lenoir, NC 28645
Camden	Joe Jones	Cathy Bunch	919-338-4176	P. O. Box 57 Camden, NC 27921-0057
Carteret	Ralph Thomas, Jr.	Bobby Howard	919-728-3772	P. O. Drawer 239 Beaufort, NC 28516-1898
Caswell	J. I. Smith, Jr.	Jo Wilson	910-694-9311	P. O. Box L Yanceyville, NC 27379-1105
Catawba	L. David Huffman	Richard Cannon- Major Direct# 910-465-8304	910-464-5241	P. O. Box 385 Newton, NC 28658-3901
Chatham	Don Whitt	Isaac L. Gray- Chief Deputy	919-542-2811	P. O. Box 428 401 West Street Pittsboro, NC 27312-0428
Cherokee	Jack Thompson	Vivian Stalcup	704-837-2589	102 Central Street Murphy, NC 28906-2902
Chowan	Fred Spruill	Pam Byrum	919-482-8484	P. O. Box 78 Court Street Edenton, NC 27932-0078

Clay	Tony Woody	Carvel Barnard	704-389-6354	P. O. Box 720 Hayesville, NC 28904-0720
Cleveland	Buddy R. McKinney	Millie Snyder	704-484-4888	100 Justice Place Shelby, NC 28150
Columbus	Harold Lee Rains	Evelyn Rabon- Administrative Asst.	910-642-6551	P. O. Box 280 Whiteville, NC 28472-0280
Craven	C. W. Bland	R. H. Kreckman- Captain	919-636-6620	P. O. Box 1027 411 Craven Street New Bern, NC 28563-1027
Cumberland	Morris Bedsole	Gail Rose	910-323-1500	131 Dick Street Fayetteville, NC 28310-5793
Currituck	William Newbern, Jr.	Susan Johnson	919-232-3771	P. O. Box 114 Currituck, NC 27929-0114
Dare	A. L. "Bert" Austin	Rodney Midgett- Chief Deputy	919-473-3481	P. O. Box 156 Manteo, NC 27954-0156
Davidson	Jim Johnson	Jamie Bell- Administrative Sec.	704-249-0131 1-800-222-8131	110 W. Center St. P. O. Box 513 Lexington, NC 27292-0513
Davie	Bill Wooten	Lorri McDaniel	704-634-6238	Court Square 140 S. Main St. Mocksville, NC 27028-2412
Duplin	George Garner	Glenn Jernigan- Chief Deputy	910-296-2150	P. O. Box 206 Kenansville, NC 28349-0206

Durham	Al Hight	A. C. Webster- Lieutenant	919-560-0900 FAX 919-560-5411	P. O. Box 170 201 E. Main Street Durham, NC 27702-0170
Edgecombe	Phil H. Ellis		919-641-7911 FAX 919-641-5411	P. O. Box 219 301 St. Andrews St. Tarboro, NC 27886-0219
Forsyth	Ron Barker	Bob Lloyd- Lieutenant	910-727-2112 Bob's Direct Line: 910-727-8367	P. O. Box 21089 Winston-Salem, NC 27102-1089
Franklin	Robert Redmond	Walter Beckham- Chief Deputy E. H. Smith- Chief Jailer	919-496-3332 910-496-3731	113 Market St. Louisburg, NC 27549-2592
Gaston	Leroy Russell	Betty Davis Kim Tidwell	704-866-3126	P. O. Box 1578 South Street Gastonia, NC 28053-1578
Gates	Elmo Benton	Carolyn Parker	919-357-0210	P. O. Box 154 Court Street Gatesville, NC 27938-0154
Graham	Melvin Howell	Phillip Carringer	704-479-3352	P. O. Box 622 Robbinsville, NC 28771-0622
Granville	Marion Grissom	David Smith- Chief Deputy	919-693-3213	143 Williamsboro St. Oxford, NC 27565-3347
Greene	Ted Sauls		919-747-3411	301 N. Greene St. Snow Hill, NC 28580-1411
Guilford	Walter Burch	J.T. (Tom) Sheppard- Captain Beverly Kinsey	910-333-6899 910-373-3694	201 S. Greene St. Suite A

				Greensboro, NC 27402-3427
Halifax	M. L. Stallings	Odell Pearson-Holiday	919-583-8201	P. O. Box 36 South King St. Halifax, NC 27839-0036
Harnett	Larry Knott	Lt. Steve West	910-893-9111	P. O. Box 339 1005 Edwards Drive Lillington, NC 27546-0399
Haywood	Tom Alexander	Julie Brooks	704-452-6666 1-800-545-1541	420 N. Main St. Courthouse Annex Waynesville, NC 28786-3845
Henderson	Albert Jackson	Debbi Ward	704-697-4911	114 2nd Ave. West Hendersonville, NC 28792-5027
Hertford	Winfred Hardy, Jr.	Elizabeth Callis-Sergeant	919-358-5341	Taylor Street P. O. Box 176 Winton, NC 27986-0176
Hoke	H. Wayne Byrd, Sr.	Wayne Gardner-Chief Deputy	910-875-5111	P. O. Drawer 300 Edinborough Ave. Raeford, NC 28376-0300
Hyde	David Mason	Marilyn Cahoon	919-926-3171 1-800-347-3171	P. O. Box 189 Swan Quarter, NC 27885-0189
Iredell	Clyde Lloyd	Larry Campbell-Lieutenant	704-878-3180	P. O. Box 287 Statesville, NC 28677-0287
Jackson	Robert Lee Allen	Millie Wood	704-586-2459	Keener Street Sylva, NC 28779-0052
Johnston	Freddie W. Narron	Ken Smith-Captain	919-989-5010	212 E. Market St. P. O. Box 1596

				Smithfield, NC 27577-1809
Jones	R. Wesley Mallard, Jr.	Lindora Perry	919-448-7091	P. O. Box 267 Trenton, NC 28585-0267
Lee	Billy Bryant	Gail Freeman	919-775-5531	206 McIntosh St. P. O. Drawer 4567 Sanford, NC 27330-4567
Lenoir	W. E. Smith	Rickie A. Pearson- Captain Direct # -	919-559-6105 919-559-6106	P. O. Box 3289 Kinston, NC 28501-3289
Lincoln	Joe L. Kiser	Barbara Pickens- Chief Deputy Sheriff	704-732-9050	P. O. Box 506 Lincolnton, NC 28093-0506
Macon	Homer Holbrooks	Virginia Dowdle	704-524-6421	5 W. Main St. Franklin, NC 28734-3098
Madison	Dedrick Brown	Dal Peek- Chief Deputy	704-649-2721	P. O. Box 455 Marshall, NC 28753-0455
Martin	George Ayers		919-792-2868	P. O. Box 308 Main Street Williamston, NC 27892-0308
McDowell	Bobby R. Haynes	Donald Ramsey- Major	704-652-4000	McDowell County Courthouse Marion, NC 28752-3990
Mecklenburg	Chester W. Kidd Criminal Courts Bldg. 700 E. 4th St.	Kenn Brown- Chief Deputy	704-336-7240	Court Arcade Bldg. Charlotte, NC 28202-0001
	Peggy Lusk-Sec. 704-336-3669	Larry Ward- Lieutenant	704-336-3700	2833 N. Tryon Street Charlotte, NC 28206
Mitchell	Vernon Bishop	Vena L. Davis	704-688-3982	P. O. Box 513 Bakersville, NC 28705-0513

Montgomery	Wayne Wooten	Kyllie Reeder	910-572-1313	P. O. Box 553 Troy, NC 27371-0533
Moore	James Wise	Susan McCrimmon	910-947-2931	P. O. Box 40 Saunders Street Carthage, NC 28327-0040
Nash	Frank Brown	Mary Ann Pace	919-459-4121	P. O. Box 355 Nashville, NC 27856-0355
New Hanover	Joseph McQueen, Jr.	Francis Caldwell	910-341-4200	20 N. Fourth St. Wilmington, NC 28401-4591
Northampton	John Wood	Patricia Flyth- Administrative Asst.	919-534-2611	P. O. Box 176 Jefferson Street Jackson, NC 28745-0176
Onslow	Ed Brown	Christine Koonce- Major	910-455-3113	701 Mill Ave. Jacksonville, NC 28540- 4890
Orange	Lindy Pendergrass	Major Truelove	919-644-3050	144 E. Margaret Lane Hillsborough, NC 27278-2567
Pamlico	Danny Miller	Sheila Martin	919-745-3101	P. O. Box 437 Main Street Bayboro, NC 28515-0437
Pasquotank	D. M. Sawyer		919-338-2191	P. O. Box 587 Elizabeth City, NC 27907-0587
Pender	Mike Harvell	Cathrine Harrell Direct # 910-259-1435	910-259-1212 1-800-672-5154	P. O. Box 125 Burgaw, NC 28425-0125
Perquimans	Joseph Lothian	Mary McWhite	919-426-5615	P. O. Box 31 Hertford, NC 27944-0031
Person	Dennis Oakley	Joy Hill- Captain	910-599-3155	P. O. Box 701 Roxboro, NC 27573-0701

Pitt	Billy Vandiford	Tim Copleland- Major	919-830-4142 Fax 919-830-4141	P. O. Box 528 Greeneville, NC 27834-0528
Polk	B. L. Carswell	Sue Pack	704-894-3001	P. O. Box 69 105 Ward Street Columbus, NC 28722-0069
Randolph	Litchard D. Hurley	Carol Harris Direct # 919-318-6679	910-318-6699	139 N. Cox St. Asheboro, NC 27203-5523
Richmond	R. W. Goodman	Cathy McDuffie	910-997-8283 1-800-672-3373	P. O. Box 338 114 E. Franklin St. Rockingham, NC 28379-0338
		<u>Deputies</u> Bill Price	910-671-3106	500 N. Elm Street Courthouse P. O. Box 731 Lumberton, NC 28358-5595
Robeson	Hubert Stone	<u>Jailers</u> Jeff Martin- Sergeant	910-671-3164	Sanchez Dr. Robeson Cty. Detention Ctr. Lumberton, NC 28358
		Austin George- Chief Jailer	910-671-3359 1-800-672-6161	
Rockingham	C. D. Vernon	Deborah Smith	919-634-3232	P. O. Box 86 Highway 65 Wentworth, NC 27375-0086
Rowan	Bob Martin	Donna Lowman- Sergeant	704-636-1011	217 N. Church St. Salisbury, NC 28144-4381
Rutherford	Dan Good	Chris Epley Direct # 704-287-6247	704-287-6196	400 N. Washington St. Rutherfordton, NC 28139-2496
Sampson	O. L. "Buck" McCullen	Jeannie K. King Alpha Bryant	910-592-4141	P. O. Box 109 Connestee St Clinton, NC 28328-0109

Scotland	Wayne Bryant	Don Skamperle- Major	910-276-3385	P. O. Box 607 Laurinburg, NC 28352-0607
Stanley	Joe Lowder	Monzelle Smith Administrative Asst.	704-983-7241	201 S. 2nd Street Albemarle, NC 28001-5797
Stokes	Mike Joyce	Mable Booth James Joyce	910-593-8787	P. O. Box 118 Danbury, NC 27016-0118
Surry	W.R. "Bill" Hall	Melba Gammons	910-386-9253	P. O. Box 827 Dobson, NC 27017-0827
Swain	Bill Lewis	Gail Barker	704-488-2197	P. O. Box 1398 Bryson City, NC 28713-1398
Transylvania	Milton Whitmire	Barbara Raines- Administrative Asst.	704-884-3168	201 E. Morgan St. Brevard, NC 28712-3720
Tyrrell	Darryl Liverman		919-796-2251	P. O. Box 178 Columbia, NC 27925-0178
Union	Frank McGuirt	Ben Bailey- Sergeant	704-289-1591	P. O. Box 1110 500 N. Main St. Monroe, NC 28110-1110
Vance	R. Thomas Breedlove	Patsy Newman- Sergeant	919-438-5155	122 Young Street Henderson, NC 27536-0122
		Charles Hawley- Jail Administrator	919-438-3923	516 Breckenridge St. Henderson, NC 27536
Wake	John H. Baker, Jr.	Tricia Sanford Direct # 919-856-6941	919-856-6900	P. O. Box 550 Raleigh, NC 27602-0550
City-County Bureau of ID	Tim Lanier- Director	Major Davis (Training)	919-662-2828	P. O. Box 550 Raleigh, NC 27602-0550
		Jackie Jones	919-856-6300	P. O. Box 185 109 N. Main St.
Warren	Theodore R. Williams	James "Mack" McCowan- Chief Deputy	919-257-3364 1-800-682-2013	Warrenton, NC 27589-0121

Washington	Jim Whitehurst	Linda Spruill	919-793-2422	P. O. Box 969 Plymouth, NC 27962-0806
Watauga	James C. Lyons	Lt. Edmisten	704-264-3761 1-800-338-0911	301 W. Queen St. Boone, NC 28607-3597
Wayne	James Linwood Sasser	Beth Griffin	919-735-5555	P. O. Box 1877 Goldsboro, NC 27533-1877
Wilkes	Dane Mastin	Kathy Billings- Administrative Asst.	919-651-7357	Court Square Wilkesboro, NC 28697-2499
Wilson	Wayne V. Gay	Beverly Wilson	919-237-2118	P. O. Box 1666 101 N. Goldsboro St. Wilson, NC 27894-1666
Yadkin	Jack Henderson	Wayne Holt- Captain	910-679-4217	P. O. Box 443 Yadkinville, NC 27055-0443
Yancey	Kermit Banks	Robert Thomas- Chief Deputy Judy Ledford	704-682-2124	P. O. Box 6 Burnsville, NC 28714-0006

JUSTICE FAX NUMBERS

3rd Floor Raney 733-
0135

2nd Floor Justice 733-
7491

Sheriff's Standards 715-
4623