**DUBLIN POLICE DEPARTMENT**

STANDARD OPERATING PROCEDURE

# SECTION: M-015 WARRANT SERVICE PROCEDURES

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**I. PURPOSE**

To establish and prescribe guidelines and procedures for administering, managing, and serving outstanding warrants.

**II. SCOPE**

This procedure is applicable to all department personnel.

**III. BASIC INFORMATION**

A. The administrative part of warrant service is a function that most officers and clerks, dislike. It’s tedious and administrative. However, it’s an integral part of the overall process and must be accomplished correctly. This guide will help you understand and properly complete the process and prevent problems that often occur with the process.

B. We basically perform warrant service in one of two ways:

An officer attempts to serve an outstanding warrant;

-- or --

A subject is arrested and the warrant needs to be served after the arrest.

For purposes of this document, we will address warrant service for each of these situations.

First, we will explain the overall procedure for warrant processing and who is responsible for each step of the process.

**IV. WARRANT PROCESS AND RESPONSIBILITIES**

A. There is a “start-to-finish” process for warrants, which follows the simplified schedule below. Each step is further explained on the next page.

 1. All (received) warrants will be delivered to the clerks for processing.

2. The clerks will stamp the warrant, log it in, enter it into GCIC, and enter it into Records Management (RMS).

3. The clerks will copy the warrant and generate a “Warrant Service Information Worksheet”.

4. The clerks will file the original warrant, a copy of the warrant, and the “Warrant Service Information Worksheet”, together.

5. Officers will attempt to serve the warrants. The warrant copy and the “Warrant Service Information Worksheet” will be “signed out” in the log and be utilized during service attempts.

 6. Service attempt:

a. Unsuccessful – The worksheet was completed accordingly and both the worksheet and

 warrant copy returned to clerks for filing and log entry made.

b. Successful – The worksheet was completed accordingly; the original warrant was

 completed and copied; the original warrant to LEC; the worksheet and completed warrant

 copy, were returned to clerks for processing and filing; and log entry made. Clerk

 removes warrant from GCIC and RMS.

B. COMPLETION OF STEPS

STEP 1: When a warrant is received, obtained, or delivered to the department, it will be taken to a clerk on duty. Police clerks have the responsibility for receiving and processing all warrants.

STEP 2: Once a clerk receives the warrant, the clerk will stamp the warrant with receipt information, log the warrant in the warrant book, enter the warrant in GCIC (within 12 hours), and enter the warrant in RMS.

*If the clerks are busy, the warrant may not be immediately entered into RMS. It will be placed in a clearly marked “Warrant In-Box” awaiting entry into RMS and further processing. Clerks will process warrants in the “Warrant In-Box” as soon as possible.*

STEP 3: Once the warrant has been entered into RMS, the clerk will make a copy of the warrant (front and back) and generate a “Warrant Service Information Worksheet” from RMS.

STEP 4: The clerk will then file the warrant original, the copy of the warrant, and the “Warrant Service Information Worksheet” together in the warrant file.

 STEP 5: Officers will attempt to serve warrants.

**V. BASIC WARRANT SERVICE**

Officers who are attempting to serve warrants on hand will utilize the following instructions:

1. See the police clerk on duty. The clerk will get the warrant for you. The clerk may allow you to look through the warrant files to choose the warrant you would like to serve. DO NOT automatically enter the clerk’s office and attempt to get a warrant without permission. If a clerk is not on duty, then a supervisor must get the warrant.

2. Once you have the warrant you wish to attempt to serve, remove the warrant copy and “Warrant Service Information Worksheet”; you will utilize these two forms when you attempt service. **Do not remove the original warrant.** If a copy of the warrant is not available, make a copy, and return the original to file. Sign out the warrant in the warrant log book. Completion of the log is self-explanatory.

3. Once you have the warrant copy and worksheet in hand, and have signed it out, you may proceed and attempt to serve the warrant.

 a. If you do not serve the warrant, return the warrant copy and “Warrant Service Information Worksheet” to the PD. Complete the next available ‘service attempt’ line on the worksheet with appropriate information. This includes the date, and time, checking the appropriate block (“no contact”, “left note”), officer badge number, and any important notes. Once you have completed the form, return the warrant copy and worksheet to the clerk, or re-file the forms in accordance with their instructions. **You may not keep the warrant copy and worksheet for later use and/or attempts.** Complete the entry in the sign-out log (“Not Served”). Your attempt at service is completed.

 b. If you served the warrant, and made a physical arrest, you may complete the process in one

 of two ways:

 You may carry the subject directly to the LEC; turn the subject over to the jail staff and provide the warrant copy to the intake officer. Return to the PD, notify the clerk on duty that you served the warrant, and the clerk will give you the original warrant. Then:

 1) Complete the next available “Service Attempt” line on the Warrant Service Information Worksheet with appropriate information. This includes date, time, checking the appropriate block (“Served”), officer badge number, and any important notes.

 2) Complete the entry in the sign-out log (“Served”).

 3) Complete the original warrant with execution date, time, and officer

 identification. Make a copy of the completed original warrant and give the

 copy to the clerk.

 4) Take the original warrant and worksheet to the LEC.

 5) Provide the warrant to the LEC intake officer and have the intake officer

 sign the bottom of the worksheet. Ensure that the warrant copy is discarded.

 6) Once finished at the LEC, return to the PD and give the worksheet to the

 clerk on duty. Complete a supplemental report or status 4 report for your service, as appropriate. Your warrant service is completed.

 7) The clerk will sign or initial the bottom of the worksheet, remove the warrant from GCIC and RMS, and provide copies of the completed/served warrant and worksheet to the Warrant Supervisor.

 Or, if the situation allows, request assistance from one of your fellow officers or a supervisor, bring the subject by the PD first, then accomplish everything above. This precludes having to make two trips to the LEC.

**VI. SERVICE OF WARRANT ON SUBJECT ALREADY IN CUSTODY**

If you are instructed to serve a warrant to a subject already in custody, you will:

 1. Get the original warrant from the clerk on duty, along with the “Warrant Service Information Worksheet”.

 2. Complete the next available “Service Attempt” line on the “Warrant Service Information Worksheet” with appropriate information. This includes the date, and time, checking the appropriate block (“Served”), officer’s badge number, and any important notes.

 3. Make an entry in the sign-out log (“Served”).

 4. Complete the original warrant with execution date, time, and officer’s identification. Make a copy of the completed original warrant and give the copy to the clerk.

 5. Take the original completed warrant and worksheet to the LEC. Provide the warrant to the LEC intake officer and have the intake officer sign the bottom of the worksheet.

 6. Once finished at the LEC, return to the PD and give the worksheet to the clerk on duty. Complete a supplemental report or a field report (stat 4) for your service, as appropriate. Your warrant service is completed.

 7) The clerk will sign or initial the bottom of the worksheet, remove the warrant from GCIC and RMS, and provide copies of the completed/served warrant and worksheet to the Warrant Supervisor.

***Note:*** *In any case, if there is not a clerk on duty all forms will be processed through the supervisor on duty, and will be turned in with appropriate paperwork.*

**VII. COMPLETION OF OTHER FORMS/REPORTS**

Note that these instructions only cover warrant administration and service. In most cases, there are other reports that must be completed and citations issued. Complete all reports and citations as needed and/or directed.

**VIII. RESPONSIBILITIES**

There are basically three responsibilities with respect to warrants: Warrant service, warrant administration, and warrant process supervision.

Responsibility for warrant service lies with all officers, from the officer obtaining the warrant to the Chief of Police. All officers have an inherent role in the warrant service.

Responsibility for warrant administration lies with the police clerks. Clerks will ensure that all warrant administration is correct and warrants are processed in accordance with these instructions.

Responsibility for supervision of the entire process lies with the Chief of Police; this is normally delegated to the department Warrant Supervisor. Decisions made by the Chief of Police in reference to warrant service are final.