

# REFERENCE GUIDE

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WINONA POLICE DEPARTMENT  
WINONA MUNICIPAL COURT

*Wt - Roshawn Daniels*



I, \_\_\_\_\_, acknowledge and understand the requirements in which are in place by Winona's Municipal Court in order for cases to be filed and charges to be brought to court.

Today is the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Officer Signature

## IMPORTANT PHONE NUMBERS:

- Judge Lancaster – (662) 417-1000
- Judge Roberts – (662) 417-7207
- Prosecutor Putt Crull – (662) 809-7394

- Kellie Fox – (662) 310-3198
- Rachele Heath – 1 (254) 291-6313
- Roshawn Daniels – (662) 858-0521
- Calvin Young – (662) 310-0873
- Matt Miletello – (662) 614-9067
- Tracy Woods – (662) 809-2324
- Scott Walters – (662) 516-9700
- BJ Edwards – (662) 770-2325
- Bryant Bell – (662) 516-9102
- Orlando Bolden – (662) 229-6771
- Mike Herring – (662) 310-0083
- James Burnett – (662) 897-4285
- Adolphus Knox – (662) 417-9697

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| <ul style="list-style-type: none"> <li>• EOC – (662) 283-1121               <ul style="list-style-type: none"> <li>○ (662) 283-1448</li> <li>○ (662) 283-1124</li> </ul> </li> <li>• Parole/Probation Officer – (662) 283-3466               <ul style="list-style-type: none"> <li>○ Darrin Fleming Cell – (662) 770-8723</li> </ul> </li> <li>• Animal Control – (662) 858-9059</li> <li>• Justice Court – (662) 283-2290</li> <li>• Montgomery County SO – (662) 283-3343               <ul style="list-style-type: none"> <li>○ Fax – (662) 283-4000</li> </ul> </li> <li>• Carroll Montgomery Regional Correctional Facility – (662) 464-5440               <ul style="list-style-type: none"> <li>○ Fax – (662) 464-0444</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Grenada County SO – (662) 227-2877               <ul style="list-style-type: none"> <li>○ Fax – (662) 227-2872</li> </ul> </li> <li>• Grenada County Jail – (662) 226-3195               <ul style="list-style-type: none"> <li>○ Fax – (662) 226-3195</li> </ul> </li> <li>• Carroll County SO – (662) 237-9283               <ul style="list-style-type: none"> <li>○ Fax – (662) 237-6655</li> </ul> </li> <li>• Circuit Court – (662) 283-4161</li> <li>• Youth Court – (662) 226-7838               <ul style="list-style-type: none"> <li>○ Fax – (662) 284-0823</li> </ul> </li> <li>• Leflore Youth Detention Center – (662) 455-7992</li> <li>• Winona CPS – (662) 283-3430               <ul style="list-style-type: none"> <li>○ Fax – (662) 283-5310</li> </ul> </li> </ul> |
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## IMPORTANT WEBSITES:

- EFORCE:
  - <https://winona.eforcesoftware.net/eFORCECommand>
- ECRASH (To view and approve reports):
  - <https://capslock.dps.ms.gov/Login/Account/LogOn>
- MDOC INMATE SEARCH:
  - <https://www.ms.gov/mdoc/inmate/Search>
- MISSISSIPPI STATUTES:
  - <https://law.justia.com/codes/mississippi>
- TO REPORT CHILD NEGLECT/ABUSE:
  - <https://www.mdcpms.gov/>
- COURT SYSTEM:
  - <https://montgomerycloud.dsmgov.com/portal/#login>

## WHERE TO LOCATE PAPERWORK:

*Most paperwork that you all will need is located in the top drawer of the right filing cabinet beside the refrigerator.*

*The drawer is in alphabetical order.*

- **BODY RECEIPTS** – This must be filled out when someone is arrested and is being taken to a jail.
  - Body receipts has two pages. The first page is before the red tab and the second page is behind the red tab. Both forms are to be filled out. The original is to go to the jail and the copy is to stay at the PD.
- **PRISONER STATUS REPORTS** – This must be filled out when someone is being picked up from a jail.
  - The original is to go to the jail and the copy is to stay at the PD.
- **BOND FORM** – If an incident occurs in the presence of an officer or there is a bond amount needed by a judge but not a warrant, this is the form that needs to be filled out.
- **DOMESTIC BOND FORM** – This must be filled out and the Judge is to be called anytime there is a Domestic Altercation resulting in charges.
  - The defendant must sign this acknowledging the agreement.
- **VICTIM RIGHTS PACKETS** – This is located at the back of the drawer in envelopes. This must be given to every victim involved in a Domestic Dispute resulting in charges.
  - There is a form inside that the victim must sign and is to be kept by WPD.
- **FINGERPRINT CARDS** –
  - These must be completely filled out and signed by the person being arrested.
  - Fingerprinting must only be done on an arrestee when they will be held anywhere other than CMRCF.

## OTHER FORMS:

*These forms can be found in the top left filing cabinet.*

- **CITATIONS** – Citations are only to be given to defendants.
  - If there is ever a time that someone needs to be given to a defendant after hours, you are allowed to give them a citation without a clerk's signature.
- **SUBPOENAS** – Subpoenas are only to be given to affiants and witnesses.

- If there is ever a time that someone needs to be given to an affiant or witness after hours, you are allowed to give them a subpoena without a clerk's signature.
- GRANT FORM –
  - Grant forms can be located in a manilla folder that is hanging on the wall above the pink affidavit book.
- WARRANT LIST –
  - The warrant list can be located in four different places:
    - Manilla folder in the hallway
    - In the warrant tray labeled “Warrants and paperwork that are READY to be served”
    - Work email
    - Dropbox
- HOME WATCH –
  - This form can be located in the top right drawer of the filing cabinet
  - This form is to be filled out when a resident that lives within the City Limits of Winona will be away from their home and they are wanting extra patrol around their house.
    - EOC will receive a copy and relay a message over the radio reminding the officers on duty to do a detail around the address listed.

## **AFFIDAVITS**

- Requirements for an affidavit to be filed:
  - You MUST have an offense report completed.
    - If the report has not been approved yet, we will still accept it.
    - However, if details are missing, we will not accept it. The only way we can do an affidavit, is if we have the details for the affidavit.
- Affidavits on the weekend:
  - Misdemeanors:
    - Misdemeanor affidavits are to be written out by the officer and submitted to the clerks for the affidavit to be typed.
    - You will either sign the affidavit on your next shift or arrangements will be made.
  - Felonies:

- Anytime there is a felony arrest made, call the Municipal Court Clerk for arrangements on an affidavit to be typed. If you cannot get ahold of the Municipal Court Clerk, call the Deputy Court Clerk.
- The only charge that cannot be typed up as an affidavit after hours is 'Felon in Possession of a Firearm'. This is due to the clerks being required other agencies for Court Abstracts.

## **FELONY CHARGES**

- Paperwork needed for clerks and timeline for submission:
  - Offense Report – Should be submitted for approval by the end of shift.
  - Triple I – Need to get immediately after arrest is made.
  - Radio Log – Need to get immediately after arrest is made.
  - Body cam footage – Please label video and give to Municipal Court Clerk the week of felony arrest.
  - Jail Body Receipt – original to go to jail and copy is to be placed with the rest of the paperwork.
- Initial Appearance:
  - No matter the time of the felony arrest, even if an affidavit is not needed, always text the Municipal Court Clerk to inform her of the felony arrest. This is to ensure that an initial appearance is set up.
  - The Initial Appearance **MUST** be held within 48 hours of the arrest. Even if the warrant has a bond.
  - All body receipts state towards the bottom of page two that a defendant is not to be released until an initial appearance is held.
    - **THEREFORE**, you **MUST** put a date for the initial. Even it is the wrong date, as long as it is within the 48-hour period. So, the jail ensures that the person does not bond out.

## **MISDEMEANOR CHARGES**

- Paperwork needed for clerks and timeline for submission:
  - Offense Report – should be submitted for approval by the end of shift.
  - Jail Body Receipt – original to go to jail and copy is to be placed with the rest of the paperwork immediately after arrest is made.
  - Print out – Immediately after arrest is made.
- Citations:

- Before a defendant is transported to jail, make sure to go ahead and give them a citation with the upcoming court date listed. This way no one goes without being served with a court date.

## **DOMESTIC CHARGES**

- Paperwork needed and timeline for submission:
  - Domestic Bond – Defendants are to be brought to the station for this to be immediately done.
    - You are to call the Judge in order for this form to be gone over with the defendant present.
  - Victims:
    - All victims are to be given a Victim Rights Packet. There is a form inside of the packet that is to be signed and kept by WPD.

## **FINGERPRINTING:**

- Carroll Montgomery Regional Correctional Facility:
  - Inmates that will be housed at CMRCF do NOT need to be fingerprinted at the station. The jail will fingerprint the inmate for WPD.
- Grenada County Jail & All Other Jails:
  - All inmates that will be housed at Grenada County Jail are to be fingerprinted before being transported to the jail.
  - Please make sure that you fill out all spaces on the fingerprinting cards and get the individual that is being fingerprinted to sign.
- Locating Cards:
  - Fingerprinting cards can be found in the top right filing cabinet drawer.

## **EFORCE**

- Event Information:
  - Make sure you include the Reported time, Dispatched time, Arrival time, and Completed time.
  - If the person that is filing the report is unsure of the timeline when the incident occurred, make sure to input the estimated timeline in the 'Date Occurred Range'.



- Event Notes:

- The event notes should be a summary of the report. Anyone who is reading the event notes should know exactly what the report is about before reading the rest of the report.
- Example: “On February 8, 2022 at approximately 1030, Winona Police Department officers were dispatched to 608 Summit Street in regards to a burglary alarm. Upon arrival, WPD officers did discover that a burglary occurred in which led to the arrest of (name).”

- Classification:

- There are some offenses that can be difficult to target when choosing a classification. However, work with the classifications to choose the correct one and make sure that “unreportable” does not appear before you submit the incident report for approval from a superior officer.

- Involved:

- Each time someone is arrested or an incident has occurred, you are to search any person’s name that is going to be entered into the ‘involved’ section.
  - Therefore, when a name is entered into the search bar, each time an officer has ran into this person.. every incident will appear that has involved that individual.
  - This is to ensure that if a report has been started regarding an incident, and you are not aware that a report has been started by another officer, then you can whatever supplemental or information that is needed.
- When a person is entered into eforce whether they are the victim, affiant, defendant, or manager of a business.. ALWAYS enter as much identifying information as possible.
  - By doing this, our system of people will consistently build.
  - Always try to get phone numbers as well.

- Relationships:

- ALWAYS fill out this section if there is a relationship between the victim and defendant.
- When you are entering those relationships, ensure that you tie each person to each crime if there are multiple. As well as if there are several different relationships between multiple people involved.

- Narrative:

- The narrative should begin just as your event notes began.
- The narrative should be written in third person at all times.
- The narrative should tell a story. The person reading the narrative should feel as if they were there.
  - This means that the timeline of events within the narrative should be listed as they occurred.
- Your narrative should be listed in paragraphs being numbered and each numbered paragraph should have a space in between.

- The narrative is NOT to be typed in all caps when writing your narrative.
- The narrative should be in such detail that if an affidavit is warranted, the Court Clerks can solely use the incident report to type the affidavit.
- Case Status/Disposition Tags:
  - These MUST be entered into each report.
  - If an arrest was made and the charges are pending to go to court, the status would be 'Municipal Court'.
  - After court is over and a judgement has been made, the Court Clerk will update the 'Case Status'.

## COURT

- Transporting:
  - Each week an officer or officers will be appointed to be the transporting officer.
    - Typically, night shift officers will not be chosen.
    - If there are day shift officers that do not have anything on the docket for that court date, a night shift officer WILL be chosen to transport.
    - The transporting officer for the week of court is subject to change at any given time.
  - Transporting officers are required to arrive at WPD before 8am and be in route to the jail BY 8am.
    - The prisoner status reports for all inmates being housed will be set out by the Court Clerks before the court date.
      - The transporting officer is to sign the prisoner status report, make a copy of the signed prisoner status report, and turn in to the Court Clerks.
    - Court Clerks are required to inform the jail of each inmate that will be picked up for court the day before.
- Court Docket List:
  - The court docket list with the chosen transporting officer(s) will be emailed to everyone's work email no later than the Tuesday before court before 12pm.
  - Court docket lists and the docket itself are subject to change at any given time.
- Presence in Court:
  - All officers are to report inside of the court room at 9am in order to be sworn by the judge.
  - Transporting officers are in charge of bringing inmates inside of the court room when their cases are next in line to be presented.
  - Phone usage inside of the court room should be at a minimal.
- Court Sign-in Sheet:

- Transporting officers are assigned to the court sign in sheet in order for every defendant, affiant, and witness to be accounted for.
  - This includes surveying the perimeter of the court room to make sure that no one is left outside once court starts.
- Masks Inside of the Court Room:
  - Every person that is allowed inside of the court room (defendants, affiants, witnesses, bonding agencies, media, court personnel, and officers) are required to wear a mask.
  - It is asked that each officer requires a person entering the court room to have a mask on that person is to be asked to leave.
- Cases:
  - The court docket list is emailed out to each officer for a reason. Please make sure to review this list in order for testimony to be given.
    - This also means that each officer is to follow along with what cases are to be heard next. Therefore, each officer is prepared and well equipped to be inside of the court room and ready for there case.

*Court takes a joint effort by each and every single person involved. The only way court can run effectively and in a timely manner is for everyone to pay attention.*

*If there is ever a time that an officer is unsure of a case and has questions, the Court Clerks are here to help.*

## TICKETS

- Identifying Information:
  - Tickets should include all identifying information for the person that the ticket is being written for.
  - This includes paper tickets.
  - When writing a 'Expired Tag', 'Expired Driver License', or 'Operate without Proper Equipment', make sure to write the expiration date and the equipment in violation on the EXPLANATION line.
- Court Dates:
  - Each officer has been sent a list of the court dates for the year. Therefore, pay close attention to what date you are setting the traffic violation for.
- Transferring Tickets:
  - Tickets written during your shift should be transferred at the end of each shift.
  - If there is ever a time where you are having technical difficulties in transferring a ticket, please advise the clerks of this difficulty either for the clerks to resolve the issue or to be aware of this issue and arrange accommodations.
- Paper Tickets:

- You MUST write hard enough on the paper tickets so the information will be legible on all copies of the ticket for the clerks to submit to MDPS.
- Please make sure that you gather all identifying information as possible when writing paper tickets, this helps the clerks to put in all information into the court system.
- When writing a 'Expired Tag', 'Expired Driver License', or 'Operate without Proper Equipment', make sure to write the expiration date and the equipment in violation on the EXPLANATION line.

## **ACCIDENT REPORTS**

- Timeline for Submission:
  - When an accident occurs, it is preferred that the report is submitted for approval immediately.
    - With this being said, state requirements are that the report is to be completed within 7 to 10 working business days.
- Morals:
  - When dealing with an accident, unless you can hold up to your word on when an accident report will be ready by.. do not advise the people involved of a completion date.
  - Out of courtesy, it is preferred that the involved is advised that there is a \$15 fee to receive an accident report.

## **DUI CASES**

- Paperwork needed for clerks and timeline for submission:
  - Officer's copy of ticket – immediately.
  - Print out – immediately.
  - Triple I – immediately.
  - Radio Log – immediately.
  - Intoxilyzer – immediately.
  - Incident Report – to be submitted for approval by the end of your shift.
- Court Dates:
  - Court dates on DUI cases are to be set at least 30 days out in order for the Court Clerks to get a DUI background check on the defendant.
- Intoxilyzer:
  - If you receive the message " No .020 agreement", you are to wait 20 minutes and re-test the individual.
  - Any paperwork that is printed for the machine is to be turned into the clerks immediately.

- If there is ever a time that the intoxilyzer forms do not print when running someone on the machine, you are to let either EOC and/or the jail know this.
  - Please inform the Municipal Court Clerk or the Deputy Court Clerk of this issue for them to contact the DUI Department head (Wendy Hathcock) in order for the forms to be re-printed.

## **BODY CAM FOOTAGE**

- Submitting Footage:
  - When a felony arrest is made, you are to label the body cam footage on one of the computers in the back.
    - For submission you have two options:
      - Leave your body cam with a note on the Municipal Court Clerk's desk. Please make sure the note states your badge number as well as the label of the footage that is needing to be uploaded.
      - Bring your body cam to the Municipal Court Clerk the prior work day.
  - Body cam footage for a felony arrest should be submitted to the Municipal Court Clerk by the end of your shift or by the next work day.

## **SUBPOENAS/CITATIONS**

- Serving Subpoenas/Citations:
  - When a subpoena or citation needs to be served, it can be located on the white board.
    - After it has been served, the copy that needs to be signed for the court can be located in the middle basket that is labeled "Warrants and paperwork READY for Rachele & Kellie".
  - It is preferred that at the beginning of each shift, officers are to check to see if there are any subpoenas/citations that are needing to be served.
    - It is asked that these subpoenas/citations are served in a timely manner to keep the flow of court at a good speed.
      - If there is an issue with a subpoena/citation being served or the person cannot be located, please inform the clerks in order for them to make arrangements for the court case.

## SEATBELT GRANT

- Grant time:
  - Beginning 02/17/2022, according to Chief Daniels, each pay period officers are to work a grant shift on their off day. There will be a grant schedule to follow by.
    - If any of the days that have been scheduled for grant time interferes with your schedule, please contact the Municipal Court Clerk regarding a date change.
    - Any questions or concerns, please speak with your superior officer on duty or the captain regarding your concerns.
  - The Seatbelt Grant can be worked either day or night.
- Grant Schedule:
  - Every two weeks, two officers will be assigned to work 5.5 hours of grant time per officer.
  - You are to choose which day(s) that you will be working the 5.5 hours and inform the Municipal Court Clerk of those days.
    - You are welcome to split the 5.5 hours into different days.
- Showing Activity:
  - Whether it is a slow day or a day full of traffic violations, each hour of your grant shift, you are to show activity of being on traffic stops.
- Grant Forms:
  - The grant forms can be located in a manilla folder hanging on the wall above the pink affidavit book.
  - Please make sure to sign each grant form that you use and turn into the Municipal Court Clerk.
  - Only one grant shift is to be listed on each form. Please get a new form for each grant shift.
- Timeline:
  - Grant information is due on the tenth business day of each month.
  - The Municipal Court Clerk is considered the Grant Reporter for the Winona Police Department, if you ever have any questions or concerns, please contact the clerk regarding concerns. If the concerns require a private meeting, please email or text the clerk with this information for arrangements to be made.
- Grant Quarters:
  - 1st Quarter – October, November, December
  - 2<sup>nd</sup> Quarter – January, February, March
  - 3<sup>rd</sup> Quarter – April, May, June
  - 4<sup>th</sup> Quarter – July, August, September
  - Final – the last pay period in September
    - The final is when a new grant will begin.
- Grant Goals:
  - Each quarter, there are goals that WPD has to meet in order to keep the grant.