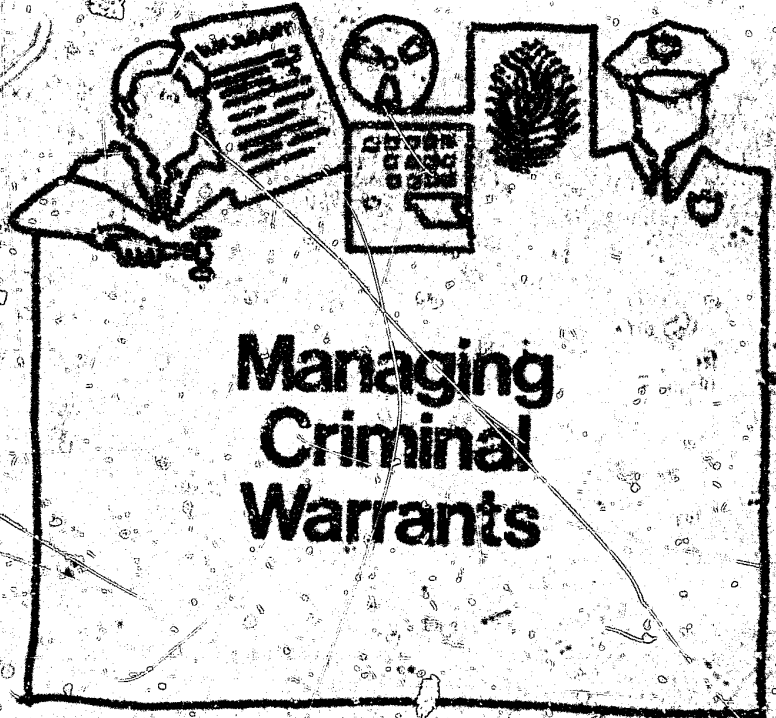


PROGRAM MODELS

50018



Office of Management, Training and Development of
National Institute of Law Enforcement and Criminal Justice
Law Enforcement Assistance Administration
U.S. Department of Justice

MANAGING CRIMINAL WARRANTS

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December 1978

This project was supported by the Law Enforcement Assistance Administration, U. S. Department of Justice, under the Omnibus Crime Control and Safe Streets Act of 1968, as amended. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the U. S. Department of Justice.

U.S. Department of Justice
Law Enforcement Assistance Administration
National Institute of Law Enforcement and Criminal Justice
Office of Development, Testing and Dissemination
Model Program Development Division

**NATIONAL INSTITUTE OF LAW ENFORCEMENT
AND CRIMINAL JUSTICE**

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TABLE OF CONTENTS

Preface.....	v
I. Introduction.....	1
A. Statement of the Problem.....	1
B. Elements of Warrant Service.....	4
II. Recommended Functions of a Warrant Service System.....	9
A. Manual System.....	9
1. Origination.....	9
2. Receipt of the Warrant.....	12
3. Warrant Files.....	13
4. Policy Formulation.....	14
5. Service.....	16
6. Updating the System.....	17
7. Managing the System.....	19
B. Computer-Aided System.....	20
1. The Warrant Record.....	20
2. Offender Identification Record.....	21
3. Warrant Service and Review Records.....	22
III. System Coordination Within the Agency.....	26
IV. Warrant Service Unit Administration.....	31
A. Establishment of a Warrant Services Unit.....	31
B. Placement of the Warrant Service Unit.....	32
C. Staffing and Organization.....	32
D. Operation of the Warrant Service Unit.....	37
E. Measuring Productivity.....	42
F. Special Problems.....	45
V. Existing Approaches to Warrant Service.....	47
A. National Survey.....	47
B. Specific Approaches.....	55
1. Dallas, Texas.....	56
2. Washington, D.C.....	57
Bibliography.....	60
Appendix A. Deputy Tester Program, Jacksonville, Florida, Sheriff's Office.....	62
Appendix B. General Order: Obtaining, Reviewing, Serving of Arrest and Bench Warrants, Metropolitan Police Department, Washington, D.C.....	75

LIST OF TABLES

3-1	The Warrant Service Function.....	27
5-1	National Survey Responses by 47 Agencies.....	48

LIST OF ILLUSTRATIONS

1-1	Arrest Warrant Origination.....	7
2-1	Model Warrant Service System.....	10
2-2	Warrant Control Card.....	15
2-3	Letter Notice.....	18
2-4	Management of Service and Review Report.....	24
2-5	Comprehensive Warrant Report.....	25
4-1	Warrant Service Unit Organization with Support Clerk.....	35
4-2	Warrant Service Unit Organization with Investigative Clerks..	36
4-3	Warrant Progress Sheet.....	40
4-4	Warrant Information Card.....	41
4-5	Warrant Service Unit Performance Evaluation.....	44

PREFACE

This Program Model on the Management of Criminal Warrants is intended to:

- Contribute to a greater understanding of warrant service problems nationally.
- Alert law enforcement administrators to the potential contribution an effective warrant service system can make towards achieving the primary agency objectives of crime prevention and criminal apprehension.
- Provide administrators with the capability to make informed choices in planning, implementing, and improving the warrant service system.

The Program Model focuses on the administration and management of service by law enforcement agencies of criminal arrest warrants. Such warrants are orders of a judge or magistrate compelling officers of the designated agencies to make diligent efforts to seek out and apprehend the individuals named therein. These warrants identify one or more persons charged with or suspected of a crime. The Program Model is primarily directed to administrators of police departments and sheriff's offices, although it should be of interest to other agencies that serve warrants.

The types of warrants served and the approaches taken vary widely among jurisdictions. In many larger communities, sheriffs function as officers of the court and have as their primary responsibility the serving of all types of warrants. In smaller jurisdictions, the sheriff's office may be the only law enforcement agency and, thus, have the full range of police responsibilities.

All law enforcement agencies are responsible for making diligent efforts to serve warrants -- and thereby manage their service. Even agencies too small or inactive to generate warrants locally receive from outside agencies warrants that must be served within the local jurisdiction. Throughout the United States, there is presently a wide variety of approaches to the serving of warrants. These approaches vary from almost total neglect to sophisticated systems employing computers and operationalized by specially trained personnel.

Some agencies rely completely on the computer and a comprehensive checking of all persons who come in contact with the police and other government agencies to serve their warrants. Some agencies rely on the

detective or officer who applied for the warrant to serve it. Several agencies assign to all detectives on a case load basis warrants that they are responsible for serving. Many agencies assign warrants to the different geographic divisions of the department, based on the address of the subject as stated on the warrant.

Most of the techniques, procedures, and policies applied to warrant service have been developed independently by each agency. This has occurred because it is only very recently that consideration has been given to the concept of warrant service as an effective tool for the prevention of crimes, rather than simply an authorization for apprehension of some individual wanted by a court. In some agencies, an organizationally separate warrant service unit has been established with primary responsibility for performing the function in an orderly and methodical manner. Section V presents the results of a national survey that identified the existing approaches. This handbook especially is directed to law enforcement administrators interested in establishing warrant service as a routine and effective part of the agency's role in crime prevention.

The Program Model identifies the underlying principles of warrant service and outlines the elements and relationships of the warrant service system. It establishes a basic model and provides programmatic options to ensure compatibility with differing law enforcement settings. Although they may be part of a warrant service system, noncriminal warrants (such as traffic and civil warrants) do not impact on agency crime objectives. For this reason, they are addressed only to the extent of their potential impact on a criminal warrant service system.

The Program Model discusses the state of the warrant service function in police agencies nationally and briefly describes the approach of two specific agencies. Additionally, it deals with the most practical response for larger agencies to warrant service problems -- the establishment of a warrant service unit. The experience of several innovative law enforcement agencies has demonstrated that a carefully managed warrant service unit can:

- Establish a more proactive capability to impact on crime problems.
- Facilitate the speedy apprehension of suspects whom other departmental elements have been unable to locate.
- Reduce and maintain at an acceptable level the volume of outstanding warrants on file.
- Develop and maintain close liaison with other departmental field service elements, central records,

courts, and other outside enforcement agencies that have a similar interest in serving arrest warrants.

- Through its field investigations into the whereabouts of offenders, develop valuable information on known offenders and associates within the department's jurisdiction.

Appreciation is extended to the 47 agencies that responded to the national survey of warrant service units conducted in 1976 and who provided additional information about their systems. Particular appreciation is extended to Lt. H. P. Hancock, Lt. Cliff Macsas, and Sgt. J. W. Lusk of Dallas (Texas) Police Department; Lt. Aleen Davis of the Dallas Sheriff's Office; Sgt. Harmon L. Wyatt of the Fort Worth Police Department; and Officer W. R. Gorsage of the Jacksonville (Florida) Sheriff's Office, all of whom made substantial contributions to the preparation of this Program Manual.

The authors wish to express their gratitude for the guidance provided by Mr. Anthony Pascuito of the National Institute of Law Enforcement and Criminal Justice in the preparation of this Program Manual.

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SECTION I INTRODUCTION

A. Statement of the Problem

Historically, the primary means of initiating a criminal process was by arrest -- the actual physical apprehension and interim incarceration of a suspect to await the pleasure of a court. The developments over the years of professional police and legal reform have brought modifications to the arrest process in the form of citations, summonses, and notices from an authorized magistrate to appear for hearings. Fundamentally, these are substitutes for the process of arrest and have served to relieve law enforcement agencies of the burdensome task of apprehending individuals wanted for minor infractions of the law.

Today, an individual who is charged with a major crime or who has failed to appear as directed by citation or summons will be the subject of an order to some authorized officer or agency to make an arrest. The procedure that the officer or agency has been directed to effect generally is known as the serving of a warrant. These orders -- bench warrants, arrest warrants, capiases, writs, or whatever they may be called locally -- usually are directed to a designated law enforcement agency and compel its officers to make diligent efforts to seek out and apprehend individuals suspected of having committed an offense. Depending on the jurisdiction, the agency may be a police department, sheriff's office, or other agency functioning as an arm of the court. In this handbook, the term *police* connotes the designated agency, regardless of local practice.

The volume of criminal cases generates a proportional number of these orders, and the proper handling, accounting for, and serving of warrants is an increasing problem for most police agencies, especially those faced with a high volume of warrants awaiting service. The backlog of unserved criminal warrants has become a cause of alarm to police administrators in many jurisdictions. While warrant service traditionally has had a low priority in many agencies, there is growing awareness in the law enforcement community of the importance of the effective management of criminal warrants. Some innovative law enforcement agencies have come to view warrant service as:

- A major untapped asset in focusing police resources on crime and crime problems, especially the serious repeat offender.
- An essential element in maintaining the integrity of the total criminal justice system.

Frequently, the timely service of an arrest warrant is an essential step in the processing of a criminal case. The inability of law enforcement

agencies to serve an arrest warrant results in undue delays in the courts and often subjects the judicial system to unnecessary criticism and the public to unnecessary risks. The lack of meaningful warrant service not only affects the crime problem but inherently generates specific problems:

- Volume of Warrant Backlog -- In an ideal condition, it can be said that every criminal warrant should be served, just as every crime should be intensively investigated. Since ideal conditions do not exist, law enforcement administrators have been forced to assess the volume of warrants in their departments and determine acceptable levels of warrant backlogs. This determination generally must be made in the light of the geographic size of the jurisdiction, the type of jurisdiction (urban, rural, or transient), and the manpower resources of the department.
- Geographical Boundaries and Limitations -- Jurisdictions with close proximity to several States face unique warrant service problems with respect to extradition, a high volume of outside warrants, and coordination with other agencies. State and national information systems (such as the National Crime Information Center -- NCIC) have provided some resolution to these problems.
- Jurisdictional -- Warrant service problems can be complex in an increasingly mobile, transient population, especially in urban areas. Even in relatively stable rural jurisdictions, warrant service can be costly and time-consuming because of the area and distances involved.
- Notoriety -- While the volume of warrants in a given jurisdiction may be low, the crimes committed by the few wanted individuals may be numerous, highly visible, or both. Frequently, this can result in embarrassment to the law enforcement agency, a general lowering of morale and, ultimately, the deterioration of community perceptions of law enforcement agency effectiveness.
- Faulty Warrant Service -- Without a coordinated, accurate system of warrant service, complaints and suits for false arrest and harrassment can become prevalent. Without a firm policy on warrant

service, officers' time can be used in an uneconomical manner while they attempt to serve warrants that previously have been served or recalled by the court. Failure to attempt to re-serve warrants on file means that violators not apprehended immediately are freed from the threat of anything but chance entry into the criminal justice system and, thus, are effectively freed from their liability for the offense. Perhaps most importantly, without clear guidelines for warrant service, there is the ever-present danger of injury to officers and offenders.

- Prosecution -- Timely service of warrants is critical to meaningful prosecution. Lacking timely service, the interest of witnesses and complainants declines and important facts may be lost. Inability to prosecute those cases reported to the police lessens public confidence in the police and the entire system of justice.

It is now widely believed that a major portion of all crimes are committed by a small number of serious habitual offenders or "career criminals." This belief has resulted in a number of special efforts designed to focus law enforcement resources on these individuals. The list of subjects presently wanted on criminal warrants in a jurisdiction frequently contains the name, address, and description of a large percentage of the people committing many of the crimes in the jurisdiction. Clearly, an effective and efficient warrant service system is able to perform a critical role in the law enforcement effort against crime and the career criminal.

One study, conducted in New York City in 1973, underlined the importance of warrant service:*

- In one year, "over 9,000 fugitives (persons charged with or convicted of a crime) were apprehended after they had committed a new crime."
- "Nearly one of five persons arrested for felonies that year was a fugitive from earlier charges."

*New York. State Temporary Commission of Investigation. Report of the New York State Commission of Investigation Concerning the Warrant Division of the New York City Police Department. New York, NY: State Temporary Commission of Investigation, 1974.

- "To the extent bail jumpers or probation violators are not apprehended and punished for their violation, others may be encouraged to take similar liberties, secure in the knowledge that the likelihood of being caught or punished for violating such court orders is slim. Thus, the execution of a warrant, in addition to enhancing public safety, constitutes an indication of the court's authority and is important if respect for the operation of the criminal justice system is to be maintained."

The study concluded that the people of the city were "unnecessarily subjected to the risk of grave harm from known criminals because of ineffective warrant service."

The effective service of criminal warrants should be a fundamental concern of all law enforcement and criminal justice administrators. The problems in warrant service and their solutions can be much less costly than in many other areas of the criminal justice system. The benefits that will accrue to the total system by establishing an effective process for warrant service are important. However, a nationwide survey undertaken in 1976 indicated that only 56 of 110 major departments contacted had a comprehensive warrant service system.*

B. Elements of Warrant Service

When viewed as a system, warrant service is the process by which a warrant moves from origination and entry into the designated agency, through service to the individual named. The system includes the various files, responsible individuals or units, and activities associated with serving warrants. This system is an integral part of service delivery by a law enforcement agency. The term *police service delivery* includes all activities performed in the department that ultimately result in some form of police service provided to the community. Police service delivery generally is viewed in terms of three activities -- crime-related services, crisis intervention, and order maintenance.

Although performed by various departmental units -- patrol, investigations, traffic, crime prevention, and others -- police service delivery

*U. S. Department of Justice. Law Enforcement Assistance Administration. National Warrant Service Unit Index and Survey, by James P. Gannon, Westinghouse National Issues Center. Police Technical Assistance Report. Washington, DC: Department of Justice, April 1977.

activities are interrelated. If overall departmental objectives are to be achieved, each of these activities must be integrated into the police decisionmaking process, with crime-related services receiving the highest priority. As a crime-related service, warrant service must be balanced against other demands within the agency's service delivery structure. The time and resources committed will determine the effectiveness and level of warrant service and warrant backlog.

There are several basic types of warrants, the most common of which are criminal (arrest), traffic, and civil. Traffic and civil warrants can impact on the operation of a warrant service system when the agency performing the criminal warrant service function also holds responsibility for their service.

The names applied to various criminal warrants widely vary among jurisdictions. In some, a warrant is an order prepared by the judge who issues it, while an order prepared by someone else for a judge's or magistrate's signature is called a capias. What is called a warrant in one may be a capias or writ in another. To provide uniform usage in this handbook, the following terminology is defined:

- Bench Warrant -- An order by the court, usually for failure of the person named therein to abide by certain directions of the court.
- Capias -- An order prepared by the clerk of the court for the court's signature.
- Probable-Cause Warrant -- An order based on a statement in an affidavit that establishes probable cause to believe that the named person committed a particular offense. The subject has not been arrested or previously charged for the offense cited, and this type of warrant usually is requested from the court by the law enforcement officer. Occasionally, it may be requested by a citizen.
- Writ -- Any order of the court, whether criminal (regardless of the severity of the offense) or civil.

Basically, an arrest warrant is an order to apprehend the person named in the warrant and bring that person before the issuing court so that the violation stated in the warrant can be adjudicated. Depending on the governmental organization of the jurisdiction, warrants can be issued by many different types of courts. An example of a court system commonly found within a State is the following:

- A State circuit court established in a county to deal with violations of serious criminal laws of the State.
- A separate lower court system established by the county to deal with less serious violations of laws and of county ordinances.
- Where a city exists within a county, a separate court to deal with violations of city ordinances.

The reasons for origination of a warrant also provide an understanding of the warrant service function:

- The issuance of a warrant based on probable cause (as established by a police officer) that a named subject has committed a particular crime.
- The issuance of a warrant by the court because the subject, while in the court process, failed to carry out an order of the court. Examples could be failure to appear for a court date, to pay a fine, or to abide by conditions of probation.
- The issuance of a warrant at the request of a grand jury after an indictment has been returned. This could be for a subject who already has been arrested and is out on bond or for a subject who has never been arrested for the named offense but has been indicted by an investigatory grand jury.
- The issuance of a warrant by a parole board because the subject has failed to abide by the conditions established for his release from prison.

Although a warrant usually is issued by a judge or magistrate (in some jurisdictions, parole boards directly issue parole warrants), it can originate in many places. Figure 1-1 illustrates the typical points of origination for a large municipality. In most jurisdictions, the approval of the prosecutor's office must be sought before application by a law enforcement officer can be made to the court. In some, the prosecutor may make all applications to the court for a warrant, screening out those on which he finds inadequate probability of conviction. If the court is satisfied that probable cause exists for an arrest, the warrant is issued.

A source of additional warrant service workload is the writ from another jurisdiction. Valuable resources can be wasted when a warrant is served but the originating jurisdiction then refuses to pay for extradition.

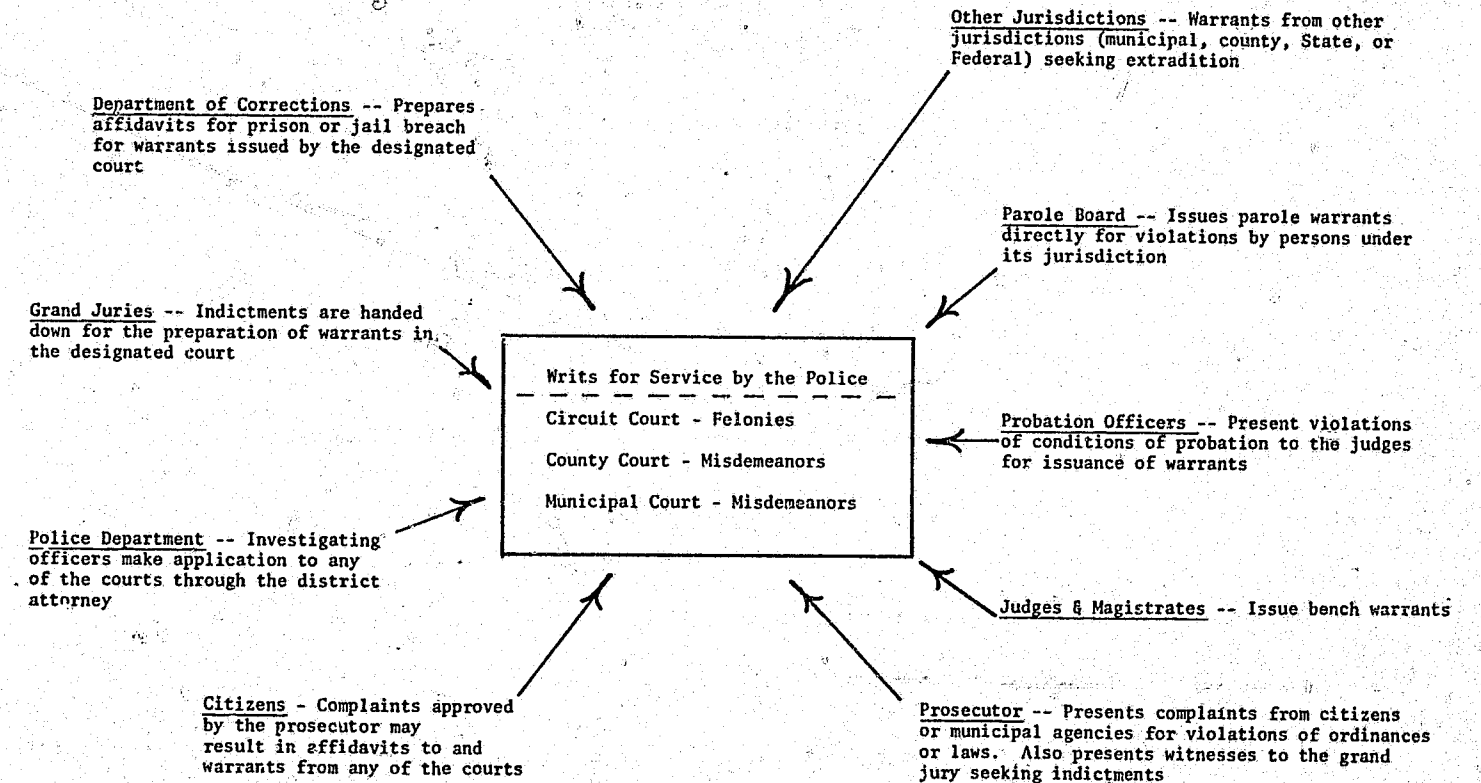


Figure 1-1. Arrest Warrant Origination

The objectives of a warrant service system in a law enforcement agency are to:

- Increase the frequency of speedy apprehension.
- Reduce the warrant backlog to an acceptable level.
- Create a system for improvement of liaison within units of the department and other outside enforcement agencies that have similar interests in the service of warrants.
- Develop, through field investigations into the whereabouts of the offender, valuable intelligence on the known offenders and associates within the jurisdiction.
- Provide information to the courts on the previous proclivity to flight of offenders, as appropriate, in establishing proper bail, bond, and release alternatives for offenders. This information permits the court to make informed decisions and ensures that known fugitive types are incarcerated and the jails are not filled with minor offenders who have no fugitive inclinations.
- Use manpower economically in a coordinated manner for crime reduction.

SECTION II RECOMMENDED FUNCTIONS OF A WARRANT SERVICE SYSTEM

This section and the two that follow present recommendations for the operation of an effective warrant service system. These recommendations are based on a survey of national warrant service practices, the experiences of command personnel in implementing and managing warrant service functions, and site visits to selected law enforcement agencies with designated warrant service operations in a variety of jurisdictional and organizational structures.

To impart a thorough understanding of the operation of a warrant service system, the operational functions are analyzed in this section as a step-by-step process. These steps are basic to a warrant service system, regardless of the size of the law enforcement agency or the number of warrants serviced. The process presented begins with manual operation and then addresses the elements that can be automated through use of data processing capabilities.

Experience repeatedly has proven the superiority of developing and operationalizing a manual system before automating any part of the system. Attempts to automate without adequate manual system development and experience frequently result in a system that satisfies data processing perceptions rather than the actual needs of the user.

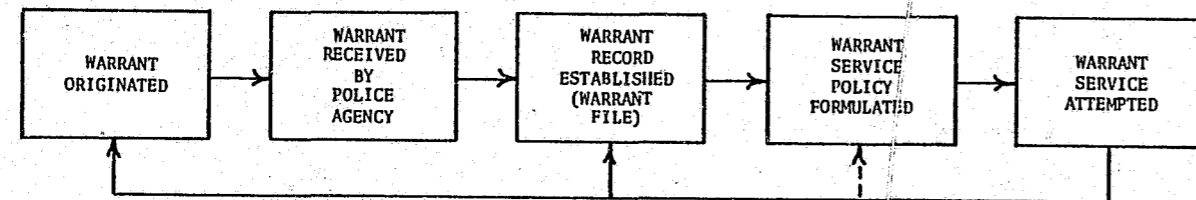
A. Manual System

To explain the basic operation of a warrant service system, the flow of a warrant from origination to final resolution must be established. The warrant flow described in this section will be compatible with most jurisdictions, regardless of size. A model will be developed that uses a manual operation to facilitate the movement of the warrant through the system. Certain basic concepts will be established that may be handled informally and simply in a smaller department or formally through multiple-division coordination in a larger department. Whatever the form of the warrant service system, these basic concepts must be present to ensure that the system is sound and workable.

Figure 2-1 is a flow diagram that covers all functions necessary for managing an effective manual warrant service system. This model could be operationalized in a single file drawer for the smallest agency, or it could be adapted for a larger agency and used to coordinate the maintenance of a central records system with several remotely located files.

1. Origination. Since the preponderance of criminal warrants serviced by a police department will be probable cause warrants issued at the

Court of Origination
Enters Warrant into
Local, State, and
National Information
Systems



- Police Agency
- Citizens
- Grand Jury
- Prosecutor
- Parole Board
- Corrections Department
- Probation Officer
- Other Jurisdictions

- Bench Warrant
- Probable-Cause Warrant
- (Traffic Warrant)
- (Civil Warrant)

- Record of Warrant Established and Updated
- Files Monitored and Updated
- Service Attempts Recorded
- Unserved Warrants Reviewed and Updated (Validated)

- Priorities Established for Service
- Warrants on File Screened and Reviewed
- Warrant Service Coordinated with Other Agencies

- Active
 - Detective (Initiation)
- Passive
 - Patrol Officers Through Routine Stops, Etc.
 - Other Detectives
 - Other Agencies

FEEDBACK

- Warrant Served
 - Subject Brought Before the Court
 - Warrant File Updated
- Warrant Unserved
 - Warrant File Updated
 - Warrant Validated by Initiator

Figure 2-1. Model Warrant Service System

request of that agency, it is important to understand the role of the originator of such warrants within the overall warrant service system. In most departments, the originator for the majority of warrants is the detective. The primary reasons for involving the detective who requests the warrant in its service are personal interest in apprehending the subject, personal knowledge of the investigation, and a proven ability to investigate and document.

The first step in investigating the location of the wanted subject should begin before the subject becomes a fugitive. During the investigation to develop probable cause (to believe that the named subject has committed the crime in question), the detective should be gathering information about the subject. He should keep in mind that the subject might become wanted on a warrant as a direct result of his investigation or that, after the initial arrest, the subject might jump bond and fail to appear at court after release. For these reasons, he should document all information that might aid him or other warrant servers in locating the subject if he becomes a fugitive. This information should include such items as names and addresses of relatives and friends, hangouts, habits, vehicle descriptions, and occupations, as well as any other data that will aid in apprehension.

Once a warrant is issued for the subject identified by the detective, the agency should take advantage of the detective's interest and knowledge of the subject and give him the first chance to locate and arrest the fugitive. Because of this close relation to the subject, the use of the detective in this manner has a high potential for success. Except in unusual situations, this effort by the detective should be for a very short duration.

The detective's primary duties are the investigation of crimes and the identification of the perpetrators. To tie him up on a lengthy warrant investigation would be detrimental to these primary duties. If the detective's investigation is unsuccessful, he should document thoroughly all action taken to find the subject so that the next unit given the responsibility for service does not again have to start from the beginning and repeat previous investigative steps.

Detectives who originate warrants also should be used as a source for the identification of subjects who could be included in general wanted flyers distributed to the entire department. These subjects normally receive this special attention because of the number or viciousness of their crimes.

If there is a warrant service unit in the department, effective coordination between the detectives and this unit should be established from the outset. This coordination would be in the area of information exchange and assistance in the actual arrest of the subject. The information

developed by the warrant service unit would assist the detective and the prosecutor during the periodic review of that warrant to ensure that it is still prosecutable. The inclusion of the originator in the warrant service system also helps in maintaining the department's policy of total department involvement in the service of warrants.

2. Receipt of the warrant. The receipt of a warrant by a law enforcement agency is dependent on several factors:

- Court of origin.
- Type of warrant.
- Duties of the agency.
- Policy of the agency.

A sheriff's office operating as an enforcement arm of a court system receives warrants from the circuit (State) court of the county. These warrants range from the serious felonies to traffic and minor ordinance violations. In some jurisdictions, the sheriff's office does not receive probable cause or pre-court-type warrants. Since the sheriff's office is an agent of the court, its primary duty is to serve all warrants issued by the court. Crime reduction may be a result of this service but is not the primary goal. In many cases, the sheriff's office receives the actual warrant and, together with the duty to provide service, will be responsible for storage of the warrant and for maintaining any files associated with this storage.

A police department operating in the same jurisdiction normally is responsible only for the warrants issued by the municipal court. Usually, these would be bench warrants issued for traffic and other minor violations. Technically, the judicial system may require that the department serve only these warrants and not those issued by the circuit court. In many cases, the warrants from the municipal court are sent directly to the department or are held by the court in an area readily accessible to the police. The other type of warrant often received by a police department is that based on probable cause and requested by an officer of the department.

It is appropriate at this point to recall the difference between the duties of a sherriff's office and those of a police department relating to warrant service. As an officer of the court, the sheriff has the primary responsibility of serving warrants at the order of the court. The sheriff's office is obligated to maintain a generally equal degree of diligence in serving all warrants, regardless of the seriousness of the offenses. The primary responsibility of the police agency is the reduction of crime within its jurisdiction, and selective warrant service is a cost-effective means of reducing crime by targeting the serious and/or habitual offender on a prioritized basis.

Total duplication by the police of the sheriff's responsibility in serving warrants would have an effect on crime but would not be an economical use of resources. Additionally, this type of operation would not meet the crime priorities that exist in the jurisdiction. A police department can approach warrant service as a means of crime reduction in two basic ways:

- Accept all warrants addressed to its area of responsibility, but tailor the level of service effort, based on departmental crime priorities.
- Accept only those warrants that are serious, and address directly the major crime problems and concerns of the community. (An example would be to serve actively only Crime Index offenses, as defined by the Federal Bureau of Investigation.)

Since the sheriff's department in the jurisdiction often receives all actual warrants, the police department will receive only the knowledge that a warrant exists. This can be in the form of a duplicate copy of the warrant, a typed list or card from the court or, in some areas, a computer-generated list from the court or sheriff's office. A sheriff's office generally has a separate unit established to receive the warrant and maintain the file. In most cases, this file is the official record of the warrant. Depending on the department's size, the warrant or knowledge of the warrant will be received in a police department by: A clerk who maintains the file along with other duties; a central records division that maintains a warrant file together with other records (such as criminal history records); or, in some cases, a warrant service unit that also maintains the file of warrants received for service by the department.

3. Warrant files. The next step in the warrant service system is establishment of a record of the warrant. In the sheriff's office, this record often is the official record of the warrant, and it also will be used by the courts, the police department, and any other interested agencies for warrant information. The record established by the police department primarily will be used as an internal record of the warrants that the department has accepted for service. In either case, the record established *must* possess the following characteristics:

- Accuracy.
- Timeliness.
- Accessability.
- Informativeness.

If the agency receives the actual warrant, the first file that must be established is a storage file for the warrant. This file should be backed up by a card file or a ledger. The latter will act as an index for the original warrant, a record of receipt or return to the court, and a record of the date of receipt or return and the reason for the return. In an agency with few warrants, this file can accomplish all record needs of a warrant service system. If the file is accurately maintained and is accessible around the clock, the remaining characteristics can be accomplished adequately on an informal basis.

As the number of warrants increases and the number of officers and divisions of an agency that use the files increases, additional files will be needed to handle the volume of activity and to facilitate the maintenance of a quality records system. An outline of a warrant file system that would accommodate an increasing number of warrants might contain the following:

- Basic file of the original warrants.
- Log or ledger to record acceptance or return of the warrant, together with dates and other actions on the warrant.
- Separate card placed in a criminal history file to alert officers checking the criminal record of a subject that he or she also is wanted on a warrant.
- Separate file for use by that dispatcher so that warrant information can easily be given over the radio.
- Action or tickler file to coordinate all actions that might be taken in reference to a particular warrant.

For these files to be maintained in an accurate and timely condition, procedures must be established so that final actions taken on the warrant (service, recall, return) are reflected in the file quickly and correctly. An example of a warrant control card that can be used to create the action file is illustrated in Figure 2-2.

4. Policy formulation. Once the requisite warrant records are established, the agency can set about implementing the actions leading to actual service of the warrant. The first action is the formulation and promulgation of a policy concerning warrant service, which will be expressed by the priorities established for the different categories of warrants. These priorities will determine the intensity of effort and method of

WARRANT CONTROL CARD

NAME _____ D.O.B. _____ ID# _____

WARRANT NUMBER _____ CHARGE _____ D.O.W. _____

EXPIRATION DATE _____ REVIEW DATE _____ BAIL _____

ADDRESS: HOME _____ WORK _____

RACE _____ SEX _____ HGT _____ WGT _____ HAIR _____ EYES _____ OTHER _____

AUTO MAKE _____ YEAR _____ STYLE _____ TAG# _____ STATE _____

REQUESTING OFFICER _____ UNIT _____

COMPUTER ENTRY: NCIC _____ STATE COMPUTER _____ OTHER _____

Figure 2-2. Warrant Control Card

service established for each warrant category. The format of the system will vary with each jurisdiction's particular needs. In a small department with few officers and warrants, the announcement of the policy to those serving warrants, coupled with a basic file, might be the extent of the system.

There are many pressures that come to bear on an agency, warrant service policy, and method prioritization, some of which include:

- Established responsibilities of the agency.
- Crime problem.
- Manpower and resources that are available for warrant service.
- Volume of warrants and the workload that accompanies that volume.

Consideration must be given to the fact that, if a formal policy is not established by the agency, an informal policy and prioritizing system will be established by the officers who are serving the warrants. In the latter case, the probability that the warrant service system will contribute significantly towards meeting the overall goals of the agency is doubtful.

5. Service. The service component of the warrant service system is the primary system function. At this point, the department has the record of the warrant and has established the degree of diligence it intends to apply towards service of the warrant. The next step is the selection of the method of service that will best meet the needs of the agency. There are three basic methods used to facilitate and enhance the accomplishment of warrant service:

- The very establishment of a warrant file that is easily accessible to the whole agency is the most simple method and, if properly administered, will produce the greatest number of served warrants.
- The fixing of responsibility for the service of warrants is the next method. This could be geographical, based on sending the warrant to a particular beat car determined by the warrant address. It could be assigned to a particular detective unit, based on the offense, or to the officer who requested the warrant (in the case of a probable cause warrant). If

a warrant service unit exists, the warrant could be sent to that unit immediately or after initial attempts by others. Included in this method is the forwarding of the warrant to another jurisdiction for service, as well as the placing of a detainer on a subject held by another jurisdiction.

- For minor warrants, where the subject would unlikely be a fugitive in the true sense, a warrant notice letter can be sent to the subject's address, advising of the warrant and the steps that must be taken to resolve the problem. This method can also be accomplished by telephone.

Figure 2-3 illustrates a form letter issued by one jurisdiction in accordance with the third method listed. Matching the method of service to the type of warrant and the offense will satisfy the basic prioritization policy established by the agency. Warrants for serious crimes will have the most intensive service methods applied, while minor warrants can be handled by less taxing methods. Based on the volume of warrants, the manpower and resources available, and the agency goals, a mix of the three basic service methods can be established.

6. Updating the system. For the warrant service system to satisfy over time the established objectives, the system must be kept current and the basic information in the system updated. To accomplish these tasks, three functions must be present. They can be accomplished informally in a smaller agency or in a formal, well-structured manner in larger agencies.

The first function is the feedback of information to the basic file. This can be separated into two categories, the first of which is information on the continuing service attempts:

- New address.
- Additional identifiers on the subject.
- Placing of detainers.
- Lack of response to notice letters or phone calls.
- Documentation of the subject's proclivity to flight.

This information on the continuing investigation will be used to determine further actions to be taken in attempting to serve the warrant and in finding the subject. The other category of feedback is the information on



City of Cincinnati

WILLIAM V. DONALDSON
CITY MANAGER

DEPARTMENT OF SAFETY
DIVISION OF POLICE
CINCINNATI, OHIO 45214

RICHARD A. CASTELLINI
DIRECTOR OF SAFETY
MYRON J. LEISTLER
POLICE CHIEF

Warrant No:
Violation Sec:

A warrant for your arrest has been issued by the Hamilton County Municipal Court. In order to avoid physical arrest, you must schedule an appearance in court immediately.

To do so, bring this letter to one of the five Police Districts listed below. The desk officer will issue a court appearance date and answer any questions about the warrant.

If you have not registered for court by Wednesday, noon, you will be subject to physical arrest.

Sincerely,

Myron J. Leistler
Police Chief

Police Districts

Ezzard Charles Dr.
310 ~~Lincoln Park~~ Drive

3295 Erie Avenue

3201 Warsaw Avenue

4150 Reading Road

1012 Ludlew Avenue

scv

Equal Opportunity Employer

Figure 2-3. Letter Notice

completed cases. This is in three basic forms:

- Notice that the warrant has been served.
- Notice that the warrant has been recalled by the court.
- Return of the unserved warrant to the court for disposition.

The second function is review of the warrants. If a warrant service system is to be meaningful, the warrants that are served must meet reasonable criteria for the probability of successful prosecution. Therefore, all warrants should be reviewed routinely to ensure that the underlying case is still sound. Is the complainant still willing and able to prosecute? Are the witnesses still available, and able to contribute to the prosecution? Is the investigating officer still with the agency? These are but a few of the questions that should be discussed periodically with the local prosecutor to ensure that a quality case exists if the warrant is served.

The third updating function is feedback to the agency's planning and policymaking activities. During operation of the warrant service system, it is likely that problem areas will arise, as well as better methods of processing warrants. Communication paths must be created to ensure that such information reaches the appropriate policymaking and planning personnel in the agency. In this way, the system can maintain its vitality and meet changes in the operational environment within the jurisdiction.

7. Managing the system. Management of the system will fall into two general areas. The first is the day-to-day determination of actions to be taken and the individuals to be assigned. This can be accomplished by one or more personnel who maintain the basic files on the warrants. Based on established management policies and agency priorities, these personnel will select the proper method for service, review the warrants, and receive the feedback information for the files. Through this function, duplication of effort can be avoided, the desired intensity of service can be maintained, and the requisite quality of the records will be preserved.

Even in the smallest department, one person should be given overall responsibility for the proper operation of the warrant service system. In a larger department where many divisions and officers may be involved in the system, the leadership function becomes imperative. To ensure proper management of a warrant service system, audit reports should be generated from the files. These should include the reports of warrant backlog, warrants received, and warrants served; reports by category of warrant; and reports by method of service. These reports will assist the responsible administrator to better manage the system.

B. Computer-Aided System

The addition of computer-aided data processing to the warrant service system provides greater capacity, speed, and convenience in performing the same tasks undertaken in the manual system. In a computer-aided system, the information can be retrieved more quickly and from a larger number of locations. An increase in warrant volume has relatively little effect on the *management* of the system, and greater coordination with other information sources is made possible. As stated earlier, computer assistance should be incorporated *only* after the basic warrant service system is fully operational using manual methods. When computer assistance is introduced, it should be implemented in one functional area at a time and fully debugged before proceeding to the next. This type of gradual conversion should ensure continued operation and management of the system without excessive costs, wasted effort, or loss of control through failure to satisfy user needs.

There should be three basic features of a computer-aided warrant service system:

- Record of the warrant.
- Offender identification record.
- Warrant service and review record.

1. The warrant record. In most jurisdictions today, warrants are entered into the National Crime Information Center, the State computer system, and perhaps a regional computer network. These systems maintain a record of warrants issued by the local jurisdiction; however, there are restrictions as to what warrants can be entered. NCIC requires that the warrant information possess at least five specific identifiers and that the jurisdiction will extradite the subject. The primary purpose of these computer systems is to aid in effecting the apprehension of a wanted person. The local computer-aided warrant record system not only accomplishes the basic task of aiding in apprehension of the subject but also is a tool for managing the local warrant service system.

In the local computer-aided system, all warrants issued by the courts must be entered. Since the computer should contain the primary record of warrants, all warrants must be entered or the records will not be complete. The problem of extradition can be ignored at this entry point, since there is only local access to the system.

The second problem area is warrants with few (if any) identifiers on the wanted subject. To avoid arrest of the wrong subject, the computer can be restricted in its output to names accompanied by at least one numerical identifier. Thus, if there is a request for any warrant information on

John Brown, DOB 11-16-42, and there exists a warrant for a John Brown with no date of birth or other identifier, there would be no output from the computer. This approach also would cover the John Doe-type warrants that are issued from time to time. The system should allow accession of these warrants only when the warrant number is entered into the computer.

The basic entry information of the warrant should include the warrant number, the court that issued the warrant, the date of entry of the warrant, the bond status, the charge, and any other pertinent data that are required by the nature of the warrant and the local jurisdiction.

Various types of reports and investigative tools can be extracted from the warrant information that is in the computer files. Reports on warrant input by time period, by specific court, by crime, by seriousness (e.g., felony, misdemeanor), and by type (e.g., *capias*, probable cause, bench) can be requested. Also reports on the output of the system (e.g., by warrants served, recalled, and returned) can be extracted. The report types are restricted only by the makeup of the computer program established by the data processing unit. Finally, warrant information can be extracted by address, crime type, or any other data element that might assist in dealing with specific crime problems.

An important concept in the use of a computer is reduction of the manual steps between an action to be recorded and the entry point into the computer. The more steps between action and entry, the greater chance for error in entry or omission of entry. A consideration that requires careful attention is the agency's need for the actual warrant. In most jurisdictions today, there is no legal requirement to have the warrant in hand at the time of service. All that is needed for the arrest to be made is knowledge that the warrant does exist.

When these two factors are considered fully, the ideal entry point for the warrant information into the computer is the court of issuance, as is the case in Washington, D.C. The flow of the warrant is from the issuing judge directly to the entry point in the court building. Similarly, when a warrant is recalled or resolved by the judge, the information goes directly to the entry point. The actual warrant is stored at this location, which should be staffed by clerks of the court since the warrant is a court action. With court clerks entering the warrant, responsibility for the entry of the warrant and the accuracy of the record remains completely within the court. Additionally, this entry point for the local warrant service system can serve as the entry point for NCIC and the State system when the warrant meets the requirements of those systems.

2. Offender identification record. The next step in the computerized process is the matching of the subject wanted on the warrant with any existing computerized identification record of a previously arrested subject. In the preponderance of cases, the subject wanted on a warrant

previously has been arrested for other offenses, or the warrant is issued for failure to appear before the court. In these cases, the subject has already been processed by the law enforcement agency and an accurate identification record already exists. At the point of entry of the warrant data at the court, the clerk searches the identification data files on the computer for the subject. In most cases, the identification match is no problem. However, to ensure correct matching of the warrant to the identification record, all elements of the criminal justice system should use a common number to identify the subject.

3. Warrant service and review records. This part of the computer-aided warrant record accomplishes many of the tasks that are handled by the action file in the manual system. The element establishes the responsibility for service of the warrant, documents who actively is investigating the case, and monitors any time period requirement established by warrant policy for the return of investigative data. The computer should be programmed to issue periodic lists of overdue cases to the appropriate unit, to ensure compliance with policies governing the system.

This element also provides specific controls over warrant service to:

- Increase the economical use of manpower.
- Ensure that all warrants are given adequate investigative effort.
- Control the number of visits to specific addresses to avoid complaints or harassment.

It also can be used by various units of the department as a source of information to locate particular officers with specific knowledge on wanted subjects.

A system should be established to review probable cause warrants requested by a member of the agency. This review system will enhance the probability of successful prosecution of warrants when served and aid in reducing the backlog of warrants. A suitable schedule for review of warrants would be every 6 months, or another time period mutually agreeable to the law enforcement agency and the prosecutor's office. This schedule then is programmed into the computer. When the review date of the warrant is reached, the computer automatically issues a notice to the unit of the officer who requested the warrant that he or she should have that particular case reviewed with the prosecutor. Once the review is completed, the officer notifies the management entry point (ideally, the department's central records section) that the review has been made and the action taken by the prosecutor. If the officer fails to have the review, the computer periodically would send followup notices to the officer's unit to ensure compliance with the agency policy.

Figure 2-4 is an example of a management of service and review report. This report also can be used to indicate the mailing of notice letters to the address on the warrant. Additionally, it can record out-of-jurisdiction actions, such as requests for service and the placing of detainers, or any other information relative to serving the warrants.

With the seemingly unlimited abilities of a computer, many additional tasks can be programmed into a particular warrant service system. Each agency must configure its system to meet the needs and legal requirement of the jurisdiction. In Figure 2-5, the computer entry, identification record, warrant record, and service and review record are joined in a single warrant record. Through one request to the local computer, all data needed to gain knowledge of the warrant, identify the suspect, and manage the system are obtained. On the basis of the ideas presented in this Program Model, a computer program can be developed that will answer most local, legal, and policy requirements.

.....

SERVICE RECORD

STATUS - ON FILE CENTRAL RECORDS	AS OF 01/25/78
STATUS - SENT TO WSU FOR SERVICE	AS OF 01/11/78
STATUS - ON FILE CENTRAL RECORDS	AS OF 11/11/77
STATUS - SENT TO WSU FOR SERVICE	AS OF 11/01/77

NEXT REVIEW DATE-04/18/78 TIME REVIEWED-1 LAST REVIEW-08/03/77

.....

Figure 2-4. Management of Service and Review Report

.....
ID RECORD IND- 09/20/71 INT- 14:00 UPD- 04/26/76 RECORD STATUS #3
DOB-11/16/42 WHITE MALE 5'8" 170 LBS
EYES-GRY HAIR-BRO SKIN-FAIR
ADD-404 6TH ST

AKA-SMITH, JOHN
NICKNAME, HAMMER
SCARS- TAT LF ARM, SC RWRIST
SOC'S- 555667777
PDID#-111111 JAIL#-222222 FBI#-33333H
OLN-555667777 OLS-DC OLY-77
ID COMMENTS- MAY BE ARMED
FPC- D073D0222IDID0192021

WARRANT RECORD
FELONY WARRANT IND- 06/02/77 INT- 16:39
EW WARRANT NUMBER USW-11177 WARRANT DATE- 06/02/77
OFF- 4901 ESCAPE-PRISON BREACH FROM DC DEP CORRECTIONS
WARRANT HELD BY DC SUPERIOR COURT WILL EXTRADITE
ORIGINATING OFFICER-CHAPMAN, JR BOND- \$5,000

SERVICE RECORD

STATUS- ON FILE CENTRAL RECORDS	AS OF 01/25/78
STATUS- SENT TO WSU FOR SERVICE	AS OF 01/11/78
STATUS- ON FILE CENTRAL RECORDS	AS OF 11/11/77
STATUS- SENT TO WSU FOR SERVICE	AS OF 11/02/77

NEXT REVIEW DATE-04/18/78 TIME REVIEWED-L LAST REVIEW-08/03/77
.....

Figure 2-5. Comprehensive Warrant Report

SECTION III SYSTEM COORDINATION WITHIN THE AGENCY

When success is measured in terms of the volume of warrants served, productivity can be enhanced by involvement of the total law enforcement agency in the warrant service system. By the nature of their duties, patrol officers and clerical personnel come in contact with large numbers of citizens daily. Taking advantage of these contacts through the development of a well-managed and firm policy for warrant service will resolve a sizable portion of warrant problems. Establishment of a policy that all persons coming in contact with the agency will be checked for outstanding warrants is the primary step.

Table 3-1 summarizes in matrix form the primary and the warrant-service-related activities of major agency functional elements. During a tour of duty, patrol officers come in contact with many people for a variety of reasons. Generally, there is little need to encourage the officer to check the suspicious character for warrants or for other aspects of criminal activity. However, most wanted persons do not fit into the stereotyped characterization of the seedy, suspicious character. Minor violations, traffic offenses, white collar crimes, and quite often felonies (such as forgery and embezzlement) are committed by very average-appearing citizens. Moreover, many hardened criminals who commit crimes of violence also are quite ordinary-looking people. Therefore, the agency may wish to encourage officers to make a warrant check part of most citizen contacts.

The clerical staff, closely supervised by sworn personnel, also should be encouraged to initiate the same kind of warrant checks. Routine police activities (such as registering guns, checking criminal records, receiving payment of traffic ticket fines, and processing requests for information and other requests for assistance) create excellent opportunities for the clerical staff to become involved in the warrant service system.

For the small agency with a relatively low volume of warrants or for the larger agency with a computer-aided warrant service system, these are very practical procedures for enhancing warrant service. However, an agency with a large volume of warrants maintained in a manual system will not be able to achieve a high level of success with these procedures because of difficulty in the speedy, accurate dissemination of the warrant information throughout the agency.

To ensure that agency personnel -- both patrol and clerical staff -- perform the task of warrant checks, the executive should:

TABLE 3-1

The Warrant Service Function

<u>Department Element</u>	<u>Primary Activity</u>	<u>Warrant Service Activity</u>
Patrol Division	<ul style="list-style-type: none"> - Patrols district - Makes initial response to calls for service - Has primary contact with public - Makes on-the-scene arrest for offenders, known defaulter, and others, leading to court action. 	<ul style="list-style-type: none"> - As a result of field contact with offender, can arrest based upon knowledge of a warrant outstanding
Traffic Division	<ul style="list-style-type: none"> - Issues motor vehicle citations for moving violations* - Issues parking citations* <p>(* Default leads to issuance of traffic bench warrant)</p>	<ul style="list-style-type: none"> - Some defaultees and wanted persons arrested as a result of traffic stop
Criminal Investigation Division	<ul style="list-style-type: none"> - Investigates all major crimes - Obtains arrest warrants based upon investigations 	<ul style="list-style-type: none"> - Initially attempts to serve arrest warrant in most cases - Provides criminal warrant section with information concerning an offender's background, known associates, and possible whereabouts
Central Records	<ul style="list-style-type: none"> - Maintains records of all arrests - Retains copy of field reports for file - Maintains central file of known offenders 	<ul style="list-style-type: none"> - Provides investigative background material to the criminal warrant section - Controls entry and purging of criminal warrant information in the computer - Maintains up-to-date files on outstanding warrants - Initiates warrant review process
Criminal Warrant Section	<ul style="list-style-type: none"> - Attempts service of outstanding warrants - Attempts service of bench warrants 	<ul style="list-style-type: none"> - Returns unserved warrants to central records for file - Coordinates warrant service activity with other agencies - Notifies fugitive unit upon learning that offender has fled jurisdiction

- Establish a firm policy on warrant service.
- Establish procedures to process warrants expeditiously.
- Develop training aids to ensure understanding of the system.
- Institute agencywide programs to develop interest in the service of warrants.

Basically, the agency's policy should state the executive's desire to have all warrants served. This policy statement can be reinforced by a continuing initiative from the agency commanders to ensure that the policies are carried out. Since most or all agency personnel have other primary duties, only a one-time check should be encouraged -- not an ongoing investigation. The policy should identify those situations in which a warrant check would be inappropriate for reasons of propriety or efficiency.

There should be little need for establishment of special procedures for the patrol force in handling the arrest and processing of subjects identified and arrested on warrants. However, the agency's arrest procedures should be reviewed periodically to ensure compliance and to identify areas for improvement. The area probably most in need of attention to procedures is the warrant checks by clerical personnel, particularly if they are not sworn officers. Civilian clerical personnel must be given an easy and safe method to alert a sworn officer, once a person is identified as being wanted on a warrant. Without a sound, workable plan of action, it is unlikely that clerical personnel will participate effectively in warrant service.

Through formal classes and through informal training such as rollcall instruction, the policy and procedures to process warrants should be reinforced. During this training, subjects who are "most wanted" should be emphasized. Additionally, any changes in procedures should be reviewed. One important topic for training is the doctrine that the subject arrested today very well may be wanted tomorrow. For this reason, officers making arrests should strive to obtain as much information as possible that would aid in finding the subject if he or she were to become a fugitive.

The first step in the development of agencywide interest in the service of warrants is to ensure that all personnel understand that interest. They must realize that the policy is not just a cliché but a firm expression of the agency's interest. This can be accomplished by ongoing actions

such as training, upgrading of procedures, good supervision, and other methods to encourage warrant service. Other methods can include publication in agency newsletters of outstanding actions in warrant service by both sworn and civilian personnel, publication of a flyer listing the agency's "ten most wanted," and commendation letters for outstanding work in this area.

Many agencies base their entire system of warrant service on assigning each warrant to a unit on the basis of address. If this approach to warrant service is producing an adequate volume of arrest and maintaining the warrant backlog at an acceptable level, the method should be continued. Coupled with a program that encourages all personnel to participate in warrant service and a policy that ensures compliance and identifies areas for improvement, this can be a very sound system.

If an agency is experiencing such problems as large warrant backlogs, lack of arrests on the more serious crimes, patrol officers with high volumes of radio runs, or other duties causing warrant service to be neglected, basing the whole system on the assignment-by-address method of service could be detrimental. Generally, this approach to warrant service provides only an attempt to apprehend the wanted subject. The actual timing of this visit is based on whatever few minutes the assigned officer is free from other duties, which leaves the probability of apprehension at little better than pure chance.

A further disadvantage to the assignment-by-address approach for criminal warrants is that, based on personal interest in the warrant to be served, the patrol officer is far down the list. The warrant probably belongs to another officer or detective and is just one of the many duties this officer must perform during his tour. If other units of the department are established to serve warrants and the responsibility of detective units are expanded in the area of warrant service, an alteration of the assignment-by-address system should be considered.

On the other hand, the assignment-by-address of warrants for minor crimes and for traffic and ordinance violations brings an immediate benefit. These types of warrants generally do not require or deserve a lengthy investigation since, in most cases, the subjects are not fugitives in the true sense. A subject wanted on a minor violation is not likely to be actively hiding from the police, since it is his or her hope that the case will become lost in the red tape and be forgotten. This type of warrant produces a higher volume of apprehension success when based on a one-shot attempt at service.

The crime analysis unit should be included in any program of total agency involvement in warrant service. This unit can provide information about wanted subjects for use in keeping personnel informed about

specific wanted subjects and for selection of subjects for the "ten-most-wanted" flyer. The unit also can develop lists of subjects wanted for certain crimes to combat specific crime problems. This meaningful output of useful information also will assist the agency in reinforcing its warrant policy and encouraging the servicing of warrants by all personnel.

Many crime analysis units collect extensive data on known offenders as a means of suspect identification. The data can be an important source of information to a warrant service officer. Data on latest address, vehicles, and known associates are useful in tracking down wanted persons. To ensure a two-way flow of information, data gathered by warrant investigators on subjects should be made available to crime analysis to increase the information and its timeliness on known offenders.

SECTION IV
WARRANT SERVICE UNIT ADMINISTRATION

Although comprehensive computer-aided checking of wanted persons can be expected to result in a large volume of served warrants, a law enforcement agency cannot leave the service of warrants to chance. The agency must be able to show a concerted effort to apprehend these wanted subjects. In recent decisions, many courts have required the prosecutor to show due diligence in attempting to locate wanted persons. Additionally many people strive to avoid contact with the police or, if contacted, use false identification to avoid arrest.

The use of detectives who are responsible for the investigation of specific crimes can solve some of the problems that occur with chance computer contacts. Detectives generally originate the majority of warrants and should have a personal interest in apprehending the subject, personal knowledge of the investigation, and a proven ability to investigate and document. However, detectives normally carry large case loads within their primary function of identifying a suspect and establishing probable cause for issue of an arrest warrant. After an unsuccessful effort to locate the subject, the detective frequently is forced by his case load to drop any active search for the subject.

Recently, investigation of the fugitive has been recognized as a separate field of endeavor. Quite often, this type of investigation can be as time-consuming and involved as the original investigation to identify the suspect and show probable cause. When attempting to serve warrants, detectives usually limit their attention to felony or serious misdemeanor cases. Thus, there is little interest by investigations personnel in warrants that have no direct concern, such as bench warrants and warrants initiated by other agencies (e.g., housing inspectors, fire marshals, welfare fraud investigators).

A. Establishment of a Warrant Services Unit

An innovative answer to fill in the gaps of a warrant service system is a separate warrant service unit, the primary function of which is the apprehension of wanted persons. Through the implementation of such a unit, expertise in the investigation of fugitives and an interest in their apprehension will be developed, constant pressure on the subject can be maintained, and quality documentation of the investigation can be compelled.

The result of this approach is a coordinated system in which the detectives investigate their own cases and the warrant service unit rounds out the system with its unique input. When these operations function together, using a sound warrant records system for information and coordination, a balanced warrant service system is possible.

When a law enforcement agency arrives at the point in the development or operation of a warrant service system that establishing a separate warrant service unit becomes attractive or feasible, it must consider the benefits and problems associated with such specialization. One positive feature of a warrant service unit that should be considered is its ability to handle additional non-warrant-related duties on a regular basis. The establishment of secondary duties resolves some of the problems of specialization, such as limited usefulness and the restriction of general police interest. It also tends to allow the members of the unit to remain well-rounded law enforcement officers.

B. Placement of the Warrant Service Unit

Another consideration is centralization, whether it is better to have a single centralized unit or several small units, one in each of the agency's districts or other geographic divisions. If the agency has achieved an effective and balanced warrant service system with agencywide involvement, all components will have their roles in the system and the ability to have some control and input in the areas that affect them. In this perspective, a central warrant service unit can accomplish coordinated liaison with outside agencies, exercise free movement throughout the jurisdiction, and eliminate areas of overlapping responsibility.

The national survey (see Section V.A) found that warrant service units generally are located in one of three functional areas of the agency: Detective division, tactical division, or records division. The report concluded that none of these choices were wrong. In general, the detective division was chosen for its investigative abilities. The tactical division was selected for its aggressive arrest qualities and its ability to be directed towards specific crimes. The records division was selected for ease of coordination with the warrant records, especially in agencies with manual records systems.

If it is anticipated that a new warrant service unit will have other duties, an agency with an established warrant service system can evaluate the different functional units to determine one where there already is an activity that is not full-time (e.g., tactical patrol, gun registration, prisoner movement). The warrant service unit could assume one or more of these activities as a secondary responsibility. In an agency considering initial implementation of a warrant service system that includes a dedicated warrant service unit, secondary responsibilities might well be the determining factor for its organizational placement.

C. Staffing and Organization

The personnel selected for a particular warrant service unit should be compatible with that unit's particular method of operation (i.e., people with either good clerical and records skills or a proven ability

to investigate). However, there are certain attributes that all warrant service officers must have. Because of the nature of the work, officers operate independently during a large part of the day. A large volume of assignments must be carried by these officers, and they are in constant contact with citizens of the community. Accordingly, the warrant service officer must be a self-starter, be able to work with little or no direct supervision for long periods of time, and possess a knowledge of interviewing techniques.

Since the goal is a high volume of arrests, confrontation situations are a common occurrence. To avoid injuries and complaints, warrant service officers must be cool-headed and able to handle arrests both firmly and professionally. The agency's willingness to recognize the need for quality personnel in a warrant unit and to maintain this quality will have direct effects on the personnel of the unit and on its ability to achieve its objectives.

In the service of warrants, many departments use a single officer to serve the warrants. Other departments are using or contemplating the two-person team. In a unit that concentrates on the service of warrants for serious crimes, the two-person team has important advantages. The most important advantage is the safety of officers whose primary task is to locate, confront, and arrest fugitives from justice. The safety factor is underscored by the confrontation environment in which warrant service officers routinely work. Moreover, two officers give better coverage to multiexit dwellings, thereby limiting opportunities for escape. The team approach also has been found to lead to better investigations since, with two officers, there can be a variance of viewpoints towards the case that will develop a broader outlook.

There are other benefits to the two-person team related to productivity and equipment requirements. Basic investigative tasks can be split so that one officer could be checking drivers records and the other checking telephone records. The officers could be doing these checks on several different cases, then coordinating their information when they meet. This would result in economical use of time for the team. Another problem that would be alleviated is transportation. If the warrant service unit is large, the team approach would cut down on the number of vehicles required.

Depending on the size of the unit, the teams can be formed into squads. Each squad should be comprised of a maximum of four teams and headed by a sergeant. Because of the nature of their work, the teams will be working throughout the jurisdiction and have little contact with the office except at the beginning and end of their tour. Experience has shown that, in this work environment, more than four teams could put an undue burden on a supervisor and control might be lost. The supervisor continually must ensure that each investigation is thorough and that agency policies are being followed. Routine trips with the service teams out into the

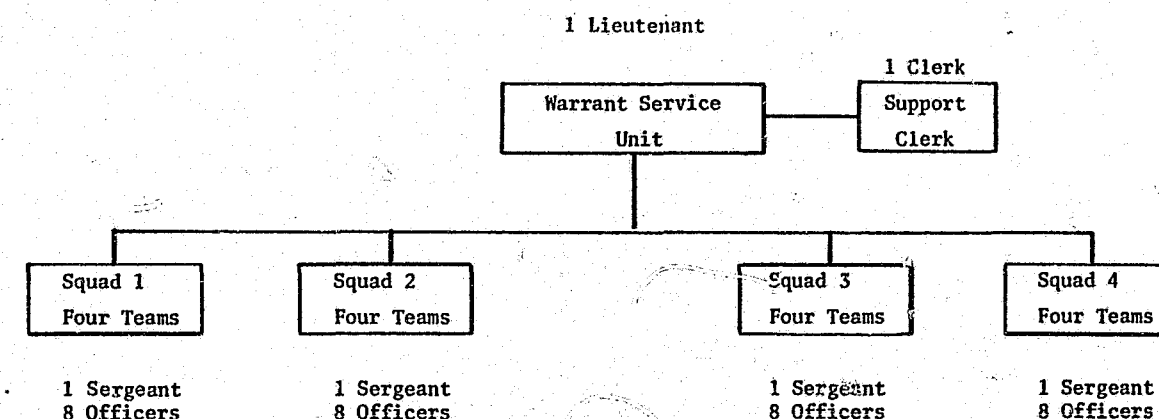
field to observe their manner in dealing with the public and with the arrested subjects have several benefits. This type of supervision helps to ensure that proper interviews are conducted, that the team's time is used wisely, and that improper conduct is not occurring.

If the size of the unit accommodates several squads, they should be grouped into a unit, platoon, or other appropriately designated group. Depending on the practice at the individual agency, this unit should be headed by a lieutenant or other comparable rank. If the clerical staff is small, it would fall under the direct supervision of the unit commander. However, if sufficiently large, the clerical staff should be organized into a separate "squad" headed by a sergeant.

There are two distinct approaches to clerical support for a warrant service unit, the support clerk and the investigative clerk. The support clerk position usually has only one or two incumbents, depending on the unit's workload. The support clerk can perform the basic clerical duties of the unit, evaluate the incoming assignments, assign the cases to the appropriate teams, assist the supervisors in reviewing completed cases, and perform limited investigative assistance for the teams. The position of support clerk will tend to develop naturally into a focal point for the relaying of information among the teams and among defendants, prosecutors, informants, and other units of the agency. As this position develops in the unit, the support clerk becomes a key factor in the unit's success. For this reason, the person selected for this position must be a highly motivated and organized individual.

The investigative clerk is a position that may be filled by several incumbents. The primary duty is to perform routine and basic gathering of data on wanted persons. These data should comprise information that can be obtained either by telephone or within the confines of the agency or other governmental records. The clerk gathers this basic data on the wanted subject, then turns the case over to the warrant service officers. With the basic data collection done, the primary duties of these officers are then limited to performing field interviews and "turn-ups" on the warrant subjects. The underlying philosophy behind the use of investigative clerks is that it is cheaper to have lower paid civilian clerks perform the routine tasks and then use fewer sworn officers to do only the official police duties related to field investigation and apprehension.

A determination of the type of clerical staffing to employ depends on agency policies concerning investigations and the unique conditions of each department in the hiring, retention, and firing of civilian personnel. In an agency in which the unit commander can acquire quality personnel, maintain low turnover, and remove unproductive staff, the investigative clerk system is sound and economical. Figures 4-1 and 4-2 illustrate examples of warrant service unit organizations employing the use of support clerk and investigative clerk positions, respectively.



This is an example of a warrant service unit comprised of 1 Lieutenant, 4 sergeants and 32 officers, with one support clerk.

Figure 4-1. Warrant Service Unit Organization with Support Clerk

D. Operation of the Warrant Service Unit

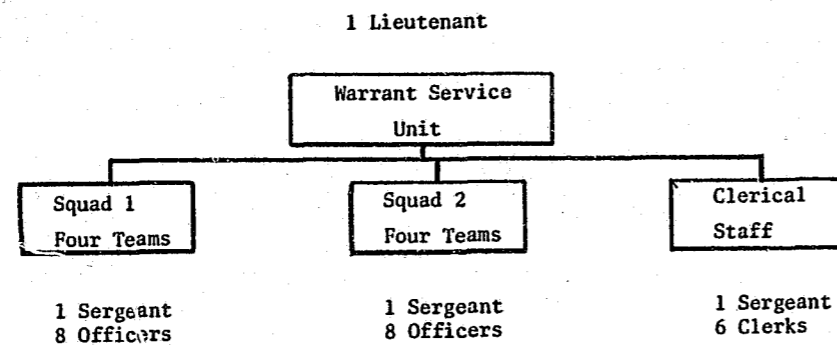
The ideal condition for a warrant service unit is that all open cases are being investigated continuously. In principle, this concept has great merit, and it should be the underlying philosophy behind policy decisions concerning the unit. However, there always are too many warrants and too few officers to investigate them. There are several methods in use by warrant service units across the Nation to approach this goal.

One method is to investigate the warrant for a predetermined period (e.g., 30 days). If, at the end of the time period, there are no results and the investigator has no more leads, the case is placed in a suspense file to await any leads that might develop in the future. A second method restricts the unit to the investigation of only a small number of warrants (e.g., only robbery and burglary warrants). In this way, the unit's warrant caseload roughly matches the number of officers, and all warrants assigned are constantly being investigated.

The third method accommodates a large quantity of warrants and maintains a continuing investigation of all. In this approach, a case is assigned to a team for investigation for a period of time (e.g., 15 days). If there are no results after a thorough search, action on the warrant is suspended for a specified time (e.g., 60 days). At the end of the 60 days, the warrant again is assigned for investigation but to a different team. This cycle will continue until there is a positive result from the investigation or the warrant is recalled.

The third approach has several advantages. When the case is assigned to a different team for each investigative period, the case is subjected to the different viewpoints and experiences of that team. A piece of information that meant nothing to one person might be the key to solving the case for another. The second benefit is the common occurrence that the subject, feeling that the "heat" is off because of the 60 day delay, may become lax in his or her efforts to escape apprehension. He or she may return home, renew an amatory relationship, and resume frequenting customary haunts. If the subject does, there is a good probability that he or she will be caught on the rebound. The third major benefit with this approach is use of the full resources and cumulative knowledge of the entire warrant service unit.

There are several methods that can be used to assign cases to the individual teams. Each team can receive cases based on some designated area of the jurisdiction, which is divided into arbitrary geographical areas determined by workload. Over time, each area should have an approximately equal number of warrants. The area should not be based solely on geographic size, and travel time can be a consideration in the final area determination. An advantage of this method is that the team becomes familiar with the criminal element in the assigned area, and this information is of great assistance in warrant service. The disadvantage is that



This is an example of the organizational chart of a warrant service unit comprised of 1 lieutenant, 3 sergeants, 16 officers and 6 investigative clerks. With an investigative clerical staff, fewer sworn officers are needed for the unit.

Figure 4-2. Warrant Service Unit Organization with Investigative Clerks

wanted persons are prone to be very mobile. This will necessitate the team's constantly working in other areas of the jurisdiction, or a system for case transfers between teams must be established to accommodate the subjects' mobility.

Another method is assignment by crime type. With seven teams, each can be assigned to a different Crime Index offense.* Each team can provide valuable intelligence by developing useful information on the different groups of criminals that specialize in each of these crimes, in addition to the basic responsibility for warrant service. However, from a management standpoint, there will be difficulty in maintaining equal workloads among the teams since, for example, there will be many more larceny than homicide warrants.

A third method is to assign warrant cases just by workload. In this approach, all teams maintain approximately the same number of cases at all times. They have the run of the jurisdiction and are likely to work on any type of crime. This system is particularly suitable for a jurisdiction that is relatively small in area. However, the teams lose the advantage of unique knowledge of specific crimes or specific areas. Each agency must make the final determination on workload approach on the basis of specific needs and resources.

To develop a warrant service unit whose primary mission is the reduction of crime, a selection process must be put into action to ensure that warrants relating directly to the local crime problem are served. There are two basic ways to accomplish this task. The first is to process only those warrants of interest to the unit in relation to its assigned crime problem. Examples of this approach would include receiving for assignment: (a) All felonies and serious misdemeanor warrants; (b) only felony warrants; (c) only Crime Index warrants. Another approach to prioritization is to receive all criminal warrants; however, emphasis is placed on the more serious warrants through unit policy, such as allowing more time for service on serious cases, or through evaluation of the officers that gives more credit for the service of particular case categories.

Underlying both of these prioritization approaches is the natural tendency for police officers to put a greater effort on the more serious

*The Part I Crime Index Offenses are Criminal Homicide, Forcible Rape, Robbery, Aggravated Assault, Burglary, Larceny, Motor Vehicle Theft. See U. S. Department of Justice, Federal Bureau of Investigation, Uniform Crime Reporting Handbook, Washington, D.C.: Government Printing Office, January 1976.

crimes. This tendency should be nurtured and used in the attainment of the unit's objectives. Additionally, to ensure that the specific crime objectives of the unit are up to date and the unit is working in concert with the rest of the agency, close liaison with the crime analysis unit is a necessity.

The first step in the investigation of a warrant case is the gathering of the available information on the wanted subject. This includes data on addresses, relatives, friends, vehicles, hangouts, employment, and other personal details. Additionally, a description of the subject is needed and, ideally, a photograph of the subject will be available from either the police files or, in some jurisdictions, from the department of motor vehicles. In some cases, the agency's records section can provide this data while, in others, the investigator must obtain the data himself or the investigative clerk will gather this information.

Once these basic data are gathered, the investigator can begin the field search for the subject. In many cases, the basic data will lead the officer directly to the subject but, in others, additional information must be gathered through field interviews of relatives, friends, associates, and employers. During this whole process, each piece of information that is gathered must be documented for two reasons. First, in the event that another officer might receive this assignment at a later date, old ground in the investigation is not repeated unnecessarily and an evaluation of the investigation can be made. Second, in many courts today, due diligence in searching for the wanted subject must be shown, and a well-documented investigation will satisfy this requirement.

To develop a reputation for consistently successful investigations, the unit policy and objectives must include thoroughness. It is commendable when an officer uses imagination or a sixth sense and finds the subjects, but this method cannot be relied upon. In the long run, documenting every piece of information will aid in attaining unit objectives. (See Figures 4-3 and 4-4 for examples of documentation forms.) An added benefit from a thorough investigation is the fact that, even if the subject is not found and arrested, he will find it very difficult to remain active in the jurisdiction. He can no longer stay at home, drive his car, or hang out with old friends. Instead of planning his next crime with impunity, he must be constantly planning his next move to remain at large. Even if total success (the arrest) is not attained, a good investigation still may produce the result of crime reduction.

While the typical officer in the agency will have an occasional contact with the warrant system, the staff of the warrant service unit will be dealing with it daily. The supervisors and officers of the unit are in ideal positions to assist in correcting and improving the operation. The investigator becomes directly involved with the individual warrant and will be able to find items such as incorrectly issued warrants, wrong names, improper identification, wrong charges, or any other mistake that

WARRANT INFORMATION CARD

Defendants name Last First _____

CAUSE # _____

OFFENSE _____

RACE _____ SEX _____ DOB _____

HT. _____ WT. _____ HAIR _____

EYES _____ DSO# _____

SS# _____

TDL # _____

DPD # _____

DATE WARRANT RETURNED _____

REASON: ARRESTED ()
 DISMISSED ()
 RECALLED ()
 UNEXECUTED ()
 OTHER -SPECIFY

AT LARGE(CHECKED) INFORMATION:

SHER /CRW/8

Figure 4-4. Warrant Information Card

may have occurred. The investigator should be encouraged to have the warrant corrected or removed from the system, depending on the particular case. Additionally, through his investigation, he may discover either information helpful in the prosecution of the case upon apprehension or facts that might adversely affect the case (e.g., the death of the complainant). In either case, the officer from the warrant service unit should contact the unit and the officer who initiated the warrant (in the case of probable cause) to have them take the proper corrective action.

The primary responsibility of the warrant service unit supervisors is to ensure that the policies of both the agency and the unit are being adhered to. At times, specialized units tend to stray from the general guidelines of the agency. This may result from their feeling that, because their function is "special," the routine rules do not fully apply to them. The unit commander and supervisors must not allow the impression to develop among the staff that they are an elitist entity separate from the rest of the agency. Reinforcement of this position should be given constant emphasis by the officials and through unit policy. The objectives of the unit must be in concert with the overall agency goals.

When a unit's function causes officers to work essentially without direct supervision, they tend to develop methods of operation that are not in keeping with unit policy. Reinforcement of unit policy through training and periodic direct supervision helps to maintain uniformity of effort.

E. Measuring Productivity

Another responsibility of the supervisors is the productivity of the unit's officers. Through review of their completed investigations and development of statistical data on their activities, supervisors become knowledgeable about the individual officer's productivity. This information should be used to counsel the officers and to aid in development of suggestions for improvement when needed. Through their own initiative and through suggestions from the officers, unit supervisors constantly should seek to upgrade the system and to aid in identifying and correcting problems. Supervisors also should develop and maintain liaison with other units of the department and outside agencies that are concerned with warrant service.

The basic measurement of productivity in warrant service units in departments throughout the country is simply a count of the total number of warrants served by the unit. In turn, the number of warrants served by each officer is totaled, and these numbers are compared to determine the most productive officers. In Washington, D.C., the unit devised a method that compares the total number of arrests on warrants to the time available to the officer. This comparison yields a quantity of hours per arrest. The objective of this method is to encourage economy of time and more accurate measurement of the productivity of both the individual

officer and the unit (see Figure 4-5). Over a period of months or years, significant changes can occur in the numerical values applied to the criteria.

The Dallas, Texas, Police Department's Warrant Service Unit has developed a system that goes beyond simple productivity measurement. The Dallas system also is a tool for prioritizing warrants and, concomitantly, reducing crime. The following is an outline of the Dallas system:

- For arrests of persons wanted on warrants for the following charges, the arresting officer will receive 20 points and his assisting partner will receive 10 points:
 - Murder.
 - Rape.
 - Robbery.
 - Burglary.
- For the arrest of persons wanted on warrants for all other felonies, the arresting officer will receive 15 points and his assisting partner will receive 10 points.
- For the arrest of persons wanted on warrants for all misdemeanors, the arresting officer will receive 10 points and his assisting partner will receive 5 points.
- Based on reports from the Crime Analysis Units, arrests for any Crime Index offense that increased in the previous month will give the arresting officers a bonus of 100 points.

At the end of each month, the team with the most points is announced at a unit meeting, and appropriate recognition is given to these officers. Not only does this equation measure productivity but it also encourages the service of the more serious offenses, which provides an inherent form of prioritization. Additionally, the equation with its bonus is a tool for quick response to current crime problems in the jurisdiction.

A number of issues related to the general effectiveness as well as the productivity of the warrant service system suggest themselves as areas for further research. The primary objectives of this research would be to further the understanding of warrant service systems, warrant service problems, and how they relate to the criminal justice system. Several issues suggesting further research are the following:

Performance Evaluation
Metropolitan Police Department
Washington, D. C.

The Warrant Platoon will measure the effectiveness of the individual officers by calculating the number of hours spent for each arrest. This figure will be determined by dividing the "on the street" time by the number of arrests made by the individual. Based on prior statistical data the following guide will be used to determine effectiveness:

less than 8 hours per arrest	OUTSTANDING
8 to 12 hours per arrest	EXCELLENT
13 to 17 hours per arrest	AVERAGE
18 to 23 hours per arrest	POOR
more than 24 hours per arrest	UNACCEPTABLE

This formula is subject to change based on shifts in performance. These statistics will be the primary basis for determining effectiveness; however, the statistics on arrests, cleared warrants, and other areas of activity will be considered in the final evaluation of the officer.

Figure 4-5. Warrant Service Unit Performance Evaluation

- The relationship between the age of a warrant (time from date of issuance generally measured in months) and successful service.
- The relationship between the age of a warrant and successful prosecution.
- The relationship between warrant backlogs, the resources dedicated to warrant service, and local crime rates.
- The impact of an effective warrant service system on career criminal identification, apprehension, and prosecution.

F. Special Problems

One of the most critical functions of warrant service and the area most open to public criticism is the forced entry into a citizen's residence. The courts have stated, "An officer with a warrant for the arrest of an individual may enter upon private premises to arrest the individual named therein, if he has reasonable cause to believe that such party can be found there,"* and "An officer seeking to make such an arrest may demand entrance to effect the arrest, and use force to enter if his demand is not complied with."** With due consideration to these rulings, it must be unit policy that officers ascertain that the warrant they are serving is still valid, they are at the proper address, and they have developed enough information to have reasonable cause to believe that the subject is presently in the questioned address. Even armed with all the necessary prerequisites of forced entry, the service team should use all means at their disposal to gain entry by means other than force. Several agencies require that an official of the agency be called to the address of an impending forced entry if time and the situation allows.

Another source of problems for a warrant service unit system is harassment of citizens. In warrant service, harassment usually occurs in the form of unnecessarily repeated visits to the same address looking for a wanted person. The people complaining may be friends or relatives of the subject or they may be persons having no knowledge of the subject. This situation usually arises when several different units of the agency are looking for the subject. This problem can be avoided by coordination of the investigations and good documentation of information developed during these visits.

*United States v. Shye, 492 F. 2d 886 (6th Cir. 1974).

**Sabbath v. United States, 391 U.S. 585 (1968).

Many departments make extensive use of the telephone to locate a wanted subject at a particular address or to have the subject come to a specific location to be arrested. In the case of subjects who are actively hiding from the police, the use of trickery quite often is employed. When using the phone to trick a wanted person into revealing his location or coming into a suitable location for arrest, the officer should avoid the use of actual business, government agency, or other organization names. Such a practice may bring complaints or criticism to the agency.

To entice fugitives to surface, one unit established a fictitious company, JOBS Inc. A telephone number was installed at the warrant service unit, using a local exchange different from the police number. A friend or relative of the subject was contacted and told that the subject's name was referred to JOBS Inc., and that there was an unspecified job opening available for him. The friend was instructed to have the subject call the company and indicate whether he was interested in the job. When the subject called, some preliminary job application data was requested. This helped to ensure that the calling party was the right person.

Next, the subject was requested to meet a representative of the company, either at a street corner or in front of some building under construction. Frequently, the subject was asked to describe the clothing he would be wearing so that he could be easily recognized. At the appointed time, a police car would approach the subject, and the officers would use the story that a store had just been robbed and they were checking the identification of persons in the area. Once the identification revealed that the subject was wanted, he would be placed under arrest and no mention of JOBS Inc. would ever be made. This type of ruse avoids complaints from real organizations, helps locate wanted subjects, and places the subject in a controlled location that helps to avoid violence.

Once a warrant service unit has developed expertise in the location of wanted subjects and the arrest of these individuals, the officer's talents also can be used for special situations outside of their normal duties. An opportune use occurs when a vice unit is finishing an investigation and a large number of warrants must be served at the same time. Members of the warrant service unit can be used to assist in the phaseout of large-scale police operations such as anti-fencing projects. In such operations, unit members can perform preliminary investigations as to locations of subjects, identify unnamed subjects, organize the final warrant service activities, and assist in serving these warrants at the end of the operation.

SECTION V
EXISTING APPROACHES TO WARRANT SERVICE

The previous chapters have recommended various approaches to the development of an effective warrant service system. This chapter presents the results of a national survey of existing practices, as well as an overview of two representative departments.

A. National Survey

In 1976, a survey was conducted on behalf of LEAA that attempted to determine the nature and scope of warrant service units in large law enforcement agencies throughout the United States.* The findings from this survey provide some insights into the state-of-the-art. While a separately identified warrant service unit is not essential to the effective operation of a warrant service system, it provides a focal point for the management of the system. Nearly half of the jurisdictions queried responded to the survey, and their responses are profiled in summary form in Table 5-1.

Of particular interest in this profile of 47 agencies is the number of warrants received each month. In some large cities, the police department learns of the existence of a warrant only through an informal liaison with the court, because statutory responsibility for warrant service is assigned solely to the sheriffs of the counties in which the cities are located. In another jurisdiction, the police department may assume de facto responsibility for serving all warrants, regardless of their origination.

A law enforcement agency's size, attitude towards specialization, and budgetary constraints affect the determination of whether it has a warrant service unit. However, the findings of the national survey can be applied to an examination of any agency's process for warrant service.

It was found that the method of operation and approach to warrant service varied greatly in the identified warrant service units:

- Several units actively investigate and seek persons wanted on criminal felony warrants only. Misdemeanor and traffic warrants are entered into the computer and left to be served by routine or chance contact with the subject by the police or other governmental agencies.

*National Warrant Service Unit Index and Survey.

TABLE 5-1

National Survey Responses by 47 Agencies
(Page 1 of 4)

<u>LOCATION</u>	<u>MANPOWER</u>			<u>COMPUTER</u>	<u>TIME ON WARRANTS (%)</u>	<u>OTHER DUTIES</u>	<u>DRESS</u>	<u>TYPE OF WARRANT</u>	<u>WARRANTS PER MONTH RECEIVED</u>	<u>COORDINATION WITH OTHER UNITS</u>
	<u>SUP</u>	<u>OFF</u>	<u>CLK</u>							
Albuquerque, New Mexico	1	7	1	X	85	Monthly reports on system	Uniform Plainclothes	Criminal Traffic	1700	
Alameda County, California	3	6	6	X	75	Bomb Squad Detective Duty	Plainclothes	Criminal Traffic	2000	X
Atlanta, Georgia	3	10	1	X	80	Fugitive Squad	Uniform Plainclothes	Criminal	110	X
Baltimore County, Maryland	1	6	0	X	80	Prisoner transport Fugitive Squad	Plainclothes	Criminal Traffic	153	X
Bexar County, Texas	2	19	9	X	75	Assist Bailiff Assist Investigators Prisoner escort	Plainclothes	Criminal Traffic	1473	X
Broward County, Florida	1	4	2	X	100	None	Plainclothes	Criminal	230	
Cleveland, Ohio	2	22	0	X	25	Records Booking Missing persons	Uniform	Criminal Traffic Civil	2500	X
Dade County, Florida	7	34	9	X	100	None	Plainclothes	Criminal Traffic	Not Listed	X
Dallas, Texas	3	13	1	X	100	None	Plainclothes	Criminal	350	
Dallas County, Texas	2	40	1	X	50	Bailiff Jail	Plainclothes	Criminal	2500	
District of Columbia	6	24	1	X	85	Riot control SWAT Team	Uniform	Criminal	750	X
Erie County, New York	1	2	1	X	90	Assist Detectives	Plainclothes	Criminal Traffic Civil	40	X

TABLE 5-1

National Survey Responses by 47 Agencies
(Page 2 of 4)

LOCATION	MANPOWER			COMPUTER	TIME ON WARRANTS (%)	OTHER DUTIES	DRESS	TYPE OF WARRANT	WARRANTS PER MONTH RECEIVED	COORDINATION WITH OTHER UNITS
	SUP	OFF	CLK							
Fresno County, California	2	7	5	X	100	None	Plainclothes	Criminal Traffic	550	X
Hennepin County, Minnesota	3	17	12		100	None	Plainclothes	Criminal Traffic Civil	5300	
Hillsborough County, Florida	1	10	3	X	90	Fugitive Unit	Plainclothes	Criminal Traffic Civil	580	X
Honolulu, Hawaii	1	4	3	X	90	Firearm registration Court liaison Records	Uniform Plainclothes	Criminal Traffic Civil	500	
Jacksonville, Florida	1	17	3		50	Fugitive Unit Prisoner transport	Plainclothes	Criminal Traffic Civil	1087	
Jefferson Parish, Louisiana	1	8	3	X	50	Prisoner transport	Uniform Plainclothes	Criminal Traffic Civil	800	X
King County, Washington	1	11	2	X	44	Prisoner transport Court Deputy	Plainclothes	Criminal Traffic	2000	X
Long Beach, California	1	5	7	X	78	Prisoner transport	Plainclothes	Criminal	3317	X
Los Angeles, California	1	15	0	X	50	Prisoner transport Court records	Plainclothes	Criminal Traffic	250	
Los Angeles County, California	3	15	4	X	95	Bailiff Court security	Plainclothes	Criminal Traffic Civil	2000	
Memphis, Tennessee	4	16	1		60	Summons Subpoenas	Uniform	Criminal Traffic Civil	575	X

TABLE 5-1

National Survey Responses by 47 Agencies
(Page 3 of 4)

LOCATION	MANPOWER			COMPUTER	TIME ON WARRANTS (%)	OTHER DUTIES	DRESS	TYPE OF WARRANT	WARRANTS PER MONTH RECEIVED	COORDINATION WITH OTHER UNITS
	SUP	OFF	CLK							
Milwaukee, Wisconsin	4	42	5	X	70	Criminal investigation E.O.D. Fugitive Unit	Plainclothes	Criminal Traffic Civil	1700	
Multnomah County, Oregon	2	7	6	X	85	Fugitive Unit	Plainclothes	Criminal Traffic Civil	900	X
Nashville, Tennessee	4	14	4	X	90	Prisoner transport	Uniform	Criminal	1000	X
Newark, New Jersey	2	10	0	X	100	Subpoenas Summons	Plainclothes	Criminal Traffic Civil	1400	
Norfolk, Virginia	1	6	2	X	99	None	Plainclothes	Criminal Traffic Civil	426	X
Oakland, California	1	11	7	X	40	Fugitive Unit	Plainclothes	Criminal Traffic	6500	X
Omaha, Nebraska	1	6	1	X	80	Clerical duty	Uniform	Criminal Traffic Civil	2700	
Orange County, California	1	12	10	X	95	Fugitive Unit	Plainclothes	Criminal Traffic Civil	4333	X
Orange County, Florida	1	8	3	X	100	None	Plainclothes	Criminal Traffic	900	X
Palm Beach County, Florida	1	3	5	X	90	Fugitive Unit	Plainclothes	Criminal Traffic	700	X
Philadelphia, Pennsylvania	10	38	5	X	70	Court Bail Agency	Plainclothes	Criminal	800	X

TABLE 5-1

National Survey Responses by 47 Agencies
(Page 4 of 4)

LOCATION	MANPOWER			COMPUTER	TIME ON WARRANTS (%)	OTHER DUTIES	DRESS	TYPE OF WARRANT	WARRANTS PER MONTH RECEIVED	COORDINATION WITH OTHER UNITS
	SUP	OFF	CLK							
Pima County, Arizona	1	6	2		75	Fugitive Unit	Plainclothes	Criminal Traffic	500	
Portsmouth, Virginia	1	3	1	X	75	Clerical	Plainclothes	Criminal Traffic	480	X
Ramsey County, Minnesota	2	14	6	X	75	Prisoner transport	Uniform Plainclothes	Criminal Traffic Civil	1400	X
Riverside County, California	1	2	1	X	100	None	Plainclothes	Criminal Traffic Civil	282	X
Sacramento, California	2	4	4		85	Fugitive Unit	Plainclothes	Criminal Traffic	2934	X
Sacramento County, California	1	8	5		100	Fugitive Unit	Plainclothes	Criminal Traffic	4175	X
San Diego County, California	5	19	16	X	10	Bailiff Prisoner transport	Uniform Plainclothes	Criminal Traffic Civil	10000	
San Jose, California	2	6	11	X	Varies	Subpoenas Prisoner transport	Plainclothes	Criminal Traffic	4500	X
Spokane County, Washington	1	2	0	X	90	Fugitive Unit Prisoner transport	Uniform	Criminal Traffic Civil	150	
St. Louis, Missouri	3	28	3	X	100	None	Uniform Plainclothes	Criminal Traffic	1000	X
Tarrant County, Texas	2	9	2	X	90	Prisoner transport	Plainclothes	Criminal	825	X
Tulsa, Oklahoma	2	7	0	X	72	Court liaison	Uniform	Criminal Traffic	1600	X
Wayne County, Michigan	2	7	2	X	40	Fugitive Unit Investigations	Plainclothes	Criminal Civil	100	X

- Other units actively investigate both felony and misdemeanor criminal warrants.
- Frequently, minor misdemeanor and/or traffic warrants are processed by sending letters advising the citizen of the warrant and soliciting his or her cooperation in resolving the warrant. (See Appendix A for a description of the Jacksonville, Florida, approach.)
- Several units reported a considerable degree of success in notifying citizens of minor warrants by telephone.
- One unit uses only detectives for apprehension and field interviews. The preliminary investigation on the warrant is performed by civilian clerks who remain in the office to establish and validate information from the many sources available concerning the whereabouts of wanted persons.

Generally, units that evolved from a detective bureau tend to accentuate investigation as the basis of their system. Units that have evolved from records functions tend to use administrative methods to serve their warrants. Units that evolved from court functions encourage voluntary surrender, while those units that were part of the uniformed force tend to emphasize arrest to resolve their warrants. Each unit's mode of operation clearly impacts on the type of personnel required.

The units identified in the survey processed between 40 and 10,000 warrants per month. Obviously there are great variations in the methods of handling warrants among the jurisdictions. The larger agencies tend to have more warrants but, as noted earlier, for statutory reasons this cannot be generalized. Units that process traffic warrants usually have significantly more warrants assigned each month. Not surprisingly, the more warrants a unit processes, the more manpower is assigned to the unit.

The size of the units responding to the survey ranged from a high of 4 supervisors, 42 officers, and 5 clerks to the smallest with 1 supervisor and 2 officers. While warrant service is affected by the same political and demographic factors that affect all areas of police service delivery, it was concluded that the size of a warrant service unit is largely determined by four factors:

- Size of the agency.
- Volume and type of warrants to be served.

- Priority assigned to warrant service.
- Additional responsibilities of the unit.

The types of warrants served by the surveyed units depended on both statute and departmental policy. State laws assign the responsibility for serving different types of warrants to specific State subdivisions (e.g., cities and towns may process one or more types, while counties handle others or all types). Sheriff's offices usually are empowered to serve all three basic types of warrants -- criminal, traffic, and civil. Commonly, police departments can serve criminal and traffic warrants but are specifically denied the power to serve civil warrants.

Traffic warrants usually comprise the greatest volume of warrants. People who are wanted on traffic violations usually are not difficult to find since they normally do not flee; however, because of the high volume of warrants, the subjects often are able to avoid service. The agency response to traffic warrants is either a large number of officers or an administrative policy that induces the people voluntarily to resolve the warrant. One city places a locking device on a tire on the subject's car, which disables the vehicle until the warrants are satisfied and the police remove the device. Other jurisdictions do not renew tags or operator permits until warrants are resolved.

In general, civil warrants are relatively low in volume. They are not orders for arrest but direct or advise the subjects in questions of a legal action in which they are involved. Frequently, civil warrants must be served in person on the subject; therefore, they can be quite time-consuming, which increases the manpower required to handle them.

Criminal warrants are comparatively low in number, and the subjects tend to attempt to hide or flee. The serving of criminal warrants requires comparatively fewer personnel, but they must be aggressive investigators under pressure and capable of handling hardened criminals.

For the reasons cited, the survey indicated that the responsibilities of the units varied with respect to the types of warrants processed. Of the units identified:

- Nine units process criminal warrants only.
- Eighteen units process criminal and traffic warrants.
- Nineteen units process criminal, traffic, and civil warrants.
- One unit processes criminal and civil warrants.

Within a police department, the service of warrants frequently is divided between different divisions (e.g., criminal warrants are served by a warrant service unit, while traffic and civil warrants are served by the records section). The types of warrants served by a warrant service unit impact significantly on unit operations.

Almost 90 percent of the agencies with warrant service units have computerized their warrant processing to some degree. It was generally held that any locale with a large volume of warrant transactions would find it difficult to operate without a computer. The basic entry contains the wanted subject's name, address, and description. The description includes numerical identifiers such as date of birth, social security number, police identification number, fingerprint code, and the like. Additional data relating to the warrant can be included (e.g., warrant number, offense, bond, date of warrant, court jurisdiction, and other information) to assist in the proper processing of the warrant after service.

The majority of agencies contacted had experienced problems in changing their warrant service policies after computerizing their systems. Prior to computerization, the officer who applied for the warrant quite often was the only person with knowledge of the warrant and the description of the wanted subject. If this officer did not locate and arrest the subject, luck or chance provided the only opportunity for apprehension. If the officer who obtained the warrant was off duty and police or court records were inaccessible because of the time of day or night, the subject probably would not be arrested for that warrant. The computer has changed this system dramatically.

Today, a query through the dispatcher to the computer instantly places the full record of all warrants at the disposal of all officers. The computer's accuracy, speed, and usually constant availability enables a much higher rate of service. Prior to computerization, administrative procedures were geared to a low volume of transactions in a system that required laborious filing to maintain accuracy and timeliness of the system, together with a series of verifications to ensure that the warrant was still active. Once a department develops confidence in the computer, the requirements and procedures geared to a manual filing system should be altered or removed. In the survey, some units using computers were found to be saddled with outmoded policies and not taking full advantage of system potentials.

Most computerized warrant systems were found to have access to a variety of other records systems. Most are connected to NCIC and NLETS (National Law Enforcement Telecommunications System), which give the national scope that is needed in today's mobile society. Access to motor vehicle department records of operators' permits and auto tags, as well as jail and prison population records, also are common system features.

Two criteria were found to be essential in the operation of warrant service units with computerized warrants systems: A basic knowledge of the operation of the computer itself, and a close liaison with the agency's data processing personnel. These provide an understanding of the system, the information available, and the different capabilities of the computer. A close working relationship with the data processing personnel ensures that the computer is providing information that is usable and compatible with the warrant service system.

The survey also indicated that most warrant service units have secondary responsibilities. The nature of these responsibilities and the time that is dedicated to them impacts on the unit's ability to effectively serve warrants. Only 10 of the units work full-time serving warrants. The responses ranged from 10 to 100 percent, with the average unit's spending about 80 percent of its time serving warrants.

Many of the secondary responsibilities are related directly to warrant service or the skills required of a warrant service officer. Jobs such as out-of-State fugitive apprehension, prisoner transportation, missing persons, apprehension of mentally ill patients, and summons and subpoena service are compatible with the warrant service function.

Another factor in determining secondary functions is the organizational elements of the agency to which the warrant unit is attached or from which it developed. Several units are part of the detective bureau, and their secondary function is to assist other detective units based on work loads. In some cases, unusual events (e.g., major crimes) require additional manpower. Other units are part of their department's records section; therefore, they also perform records functions (such as clerical duties, booking, and firearms registration). Several warrant units originated from specialized units, with such secondary functions assigned as crowd control, barricaded criminal apprehension, and bomb disposal.

Survey responses tended to reflect the type of agency of which the unit is a part. Personnel of units in sheriff's offices perform such secondary functions as bailiff, jail guard, and court deputy. A few of the warrant units, which are part of the court system of their jurisdiction, have personnel who also serve as bail investigators and court liaison officers.

B. Specific Approaches

To provide a perspective on the approaches taken by agencies that vary with differing jurisdictional responsibilities, two agencies are described in terms of their specific approaches. Dallas, Texas, is a

representative large municipal police department with traditional responsibilities of a police department for warrant service. Washington, D.C., is a Federal city that is unique in the sense that the municipal government performs most of the functions of a State government but on the municipal scale. The responsible agencies in these jurisdictions have developed approaches that meet to a measurable degree the needs for effectively managing warrant service in large departments.

1. Dallas, Texas. The geographic setting and relationships with other agencies concerning warrant service tend to fit the large municipal law enforcement agency model commonly found throughout the country. The Dallas Police Department is responsible for law enforcement within the city and has primary responsibility for crime reduction. The Dallas County Sheriff's Office is the enforcement arm of the court and primarily is charged with warrant service and the maintenance of warrant records, both within the city and the surrounding county.

In Dallas, the courts send all warrants for service to the Sheriff's Office, which generally applies similar efforts to serving all types of warrants. While it receives no formal notification of the issuance of warrants, the Dallas Police Department maintains an informal liaison with the court of issue to learn of their existence. After examining current crime trends and patterns, the Police Department selects the most serious offenses, and concentrates its primary warrant service efforts on just the suspects named in warrants who might be matches for the selected crime types. All warrants thus identified receive intensive efforts for service.

For criminal warrants covering serious offenses, the following process is employed in attempting services:

- The warrant is sent to the Dallas County Sheriff's Office by the court for service.
- Through Departmental liaison with the court or through notification by the originating officer of his obtaining a probable cause warrant, knowledge that the warrant exists is obtained by the Dallas Police Department's Warrant Service Unit. Although duplicating the service attempts of the Sheriff's Office, this unit applies a highly intense effort to the service of the warrants selected for service. The Unit is located in the Detective Division.
- Serious warrants are accessible to the whole Police Department through computer entries in NCIC, the Texas Crime Information Computer, and a regional network serving ten surrounding counties.

- Fliers are sent to all Patrol Division units by the Warrant Service Unit, both to make these units aware of the warrant and to generate interest in warrant service.

For criminal warrants covering minor offenses, the following process is employed:

- The warrant is sent to the Sheriff's Office for service.
- Some minor warrants are accessible to Police Department personnel through the regional computer network.
- The manual records of the Sheriff's Office are accessible to all personnel of the Police Department.

Manual records of traffic warrants are accessible to all Police Department personnel.

The Dallas Police Department's Warrant Service Unit has developed a method of measuring individual officer productivity that also is a method for establishing automatic warrant service prioritization (see Section IV.E).

2. Washington, D.C. The geographic relationship of Washington to other jurisdictions and the coordination with other agencies resulting from the city's status make the role of the Metropolitan Police Department unique in warrant service. Although the District of Columbia has laws and ordinances similar to both States and municipalities, they are unique in that the laws are Federal statutes established by act of Congress. This derives from the Federal status of the District of Columbia. The Metropolitan Police Department is responsible for law enforcement and crime prevention within the city, but there are numerous other Federal police agencies with special jurisdiction over specific areas designated by Congress. Among the latter are the U.S. Park Police, the Executive Protective Service, and the Capitol police.

Since the District of Columbia is a Federal jurisdiction, the U.S. Marshal is designated to perform the duties usually assigned to a Sheriff's Office within a State. The U.S. Marshal serves as the enforcement arm of the courts. In Washington, primary maintenance of original warrant records is accomplished by the courts through use of a regional computer network, the Washington Area Law Enforcement

System (WALES). Through an informal agreement with the Metropolitan Police Department, the U.S. Marshal primarily attempts service of warrants issued by the U.S. District (Federal) Court, while the Police Department is responsible for all warrants issued by the Superior (State-level) Court. Although the Police Department has responsibility for serving all warrants, the intensity of effort applied varies and is based on the seriousness of the offense.

For criminal warrants covering serious offenses, the following process is employed by the Metropolitan Police Department:

- For probable cause warrants, the initial responsibility for service is assigned to the officer who originated the warrant.
- If the originating officer is not successful, the warrant is sent to the Department's Warrant Service Unit. The Unit also is responsible for serving immediately all other types of serious warrants, such as bench warrants and parole warrants. The Warrant Service Unit is located organizationally in the Tactical Division.
- Serious warrants are accessible to all Department personnel through NCIC and WALES.

For criminal warrants covering minor offenses, the following process is employed:

- For probable cause warrants, the initial service responsibility is given to the officer who originated the warrant.
- Minor criminal warrants are accessible to all Department personnel through WALES.

For traffic warrants, the following process is employed:

- All traffic warrants are accessible throughout WALES.
- For warrants that have been issued for failure to pay fines for traffic tickets, a special unit attempts to locate the offender's vehicle, and a device called a boot is placed on the front left wheel of the vehicle. The boot, which resembles a yoke, is locked

into place, immobilizing the vehicle. A large card is placed in the window explaining the procedures for paying the fines for the tickets. Once the fines are paid, the boot is removed from the vehicle by a police officer.

The warrant service system in Washington is operationalized through WALES. The computer network not only maintains the record of the warrant but matches it to computerized identification records of the Police Department. The network records and automatically cycles service efforts on the warrant and warrant review.

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APPENDIX A

Deputy Tester Program
Jacksonville, Florida, Sheriff's Office

DEPUTY TESTER PROGRAM

I Procedure

- A The Procedure for the tester program, very briefly is to mail a notice to the wanted individual instructing him to call a specific number. This procedure accomplishes the same result as a deputy leaving a card, but at considerably reduced cost. The Notice is a "Blind Notice", as it will furnish no information other than the need to call.

II Duties

- A Type Notice to individual concerned.
- B File all notices.
- C Purge files daily.
- D Transfer returned notices to beat deputy.
- E Answer all telephone inquiries.
- F Make appointments for individuals to come to the office.
- G Process subject.
- H Time stamp new capias and stamp with expiration date on capias copy and index card for office file.

NEW WARRANTS (CAPIAS') RECEIVED: Deputy Tester will receive the following new warrants (Capias') for the purpose of incorporating them into the Tester Program:

Circuit Court Capias' - The only Circuit Court Capias' assigned to the Tester Program are for worthless checks. All other Circuit Court Capias' are ineligible.

County Court Capias' - County Court Capias' (Misdemeanor Warrants) are assigned to the Tester Program if they meet the following criteria:

- (a) There must be no other outstanding warrants on the subject.
- (b) The home address must be located in Duval County.

TESTER NOTICES: A notice (P-224) is typed and mailed to the subject named in the warrant. This notice includes the following information:

- (a) Telephone number to be called.
- (b) Hours of operation.
- (c) Expiration date of notice (Date by which the subject must contact Deputy Tester in order to be processed through the Tester Program). (Must be at least seven (7) working days from the date the notice is mailed).

Note: The warrant is stamped with the "Notice Mailed" stamp and is then filed in the Tester file.

TESTER FILE: The Tester file is arranged in alphabetical order and contains all warrants for which a Tester notice has been mailed. Warrants are placed in the file in such a manner that the most recently mailed Tester notices are located in the front of each section.

PURGING THE TESTER FILE: The Tester file is to be purged daily. Those warrants to be purged include those which have expired and those that have the Tester notices returned from the Post Office. Also, a daily roster from ID listing served and recalled capias' is checked against the warrants contained in the Tester File and warrants listed on the roster are purged and notated accordingly.

TRANSFERRING WARRANTS FROM TESTER PROGRAM TO DEPUTIES: Warrants for which Tester notices have been returned are matched with the returned envelopes and notices and are assigned to the beat deputy for further investigation. Those warrants purged due to expiration are also assigned to the beat deputy for service.

RETURNED TESTER NOTICES: All notices returned by the Post Office are matched with the corresponding warrant in the Tester file and are assigned to the beat deputy for further investigation.

TELEPHONE CALLS RECEIVED IN REFERENCE TO A TESTER NOTICE: All calls received in reference to any Tester notice shall be duly noted, including any pertinent information, on the warrant buckslip. No information shall be given on the phone to anyone other than the subject named on the warrant. If the person calling is the subject named in the warrant, they may be given the following information:

- (a) Charge
- (b) Amount of bond
- (c) Date and time set for appointment with Deputy Tester for processing in the Tester program.

Note: The date and time shall be recorded on the face of the warrant and should be at their convenience prior to the expiration date, as far as practical.

SIGNATURE BONDS: Deputy Tester has been authorized to write signature bonds in the Warrant Office. The decision to allow a signature bond is made only after consideration of several facts, a careful evaluation of the subject (signature bond interview), and completion of the field arrest report.

PROCEDURE FOR RELEASING ON SIGNATURE BONDS: If the subject is to be considered for signature bond release, the following procedures must be accomplished without deviation:

- 1 Call I.D. (Extension 4366) for "Signature Bond Clearance".
 - (a) Verify there is only one warrant outstanding on the subject. (In some cases, they have received new warrant(s) we may not have received yet.)
- 2 Inform the subject he is under arrest.
- 3 Explain the procedure and the "favor" you are doing for him. (This relieves anxieties and prevents a lot of hostilities, also makes possible a more complete interview.)
- 4 Complete Field Arrest Report (P-002).
- 5 Complete "Signature, ROR and Classification Form (P-075).
- 6 Assign court date as listed on "Returnable County Court Dates" listing.
- 7 Complete a stamped 5x8 card which includes the date, time, and courtroom and give to the subject.
- 8 Fingerprints are to be taken:
 - (a) FBI card (short card).
 - (b) FDLE card (long card).
 - (c) Field Arrest Report 7 (Enclosure 11) -- right index finger, placed in the lower right hand corner.
 - (d) Final Disposition Form (r-84), green, -- right four fingers only, lower right hand corner.

Note: On FBI and FDLE cards, fill in (in ink) the date and signature of person taking fingerprints. Have the subject sign his complete signature in the indicated space. If there are any abnormalities (missing fingers or deformities), note in pencil at the top of the appropriate block. Do not fill in any other block.

Procedure for Releasing ... (Continued)

- 9 Insure that the subject understands the court date and consequences for failure to appear on that date, then release him.
- 10 Twice daily, gather all completed forms and take them to the 'back door' of the Jail. Turn in the Field Arrest Report, Signature Bond Form, Final Disposition Report, and fingerprint cards to the correctional officer assigned to this duty. Obtain a jail docket number for each case/subject.
- 11 Return to I.D. and "sign off" the original warrant(s), including jail docket number.
- 12 Return to the Warrant Office, complete the office copy of all paperwork (buckslip) and place office copy of the warrant in "served" pigeon-hole.

REFUSAL OF RELEASE ON SIGNATURE BONDS: The following reasons would be grounds on which to base a refusal or release on a signature bond:

- 1 Out-of-county warrant.
- 2 Felony charge (Circuit Court Capias').
- 3 First degree misdemeanor.
- 4 High bond set (\$500 or above, usually).
- 5 Past record of --
 - (a) contempt
 - (b) failure to appear
 - (c) parole/probation on felony charge
- 6 Dishonest during interview

Refusal of Release ... (continued)

- 7 No permanent address
- 8 Out-of-county, out-of-state address
- 9 Unemployed
- 10 No a resident of Duval County for a long enough period of time (usually 6 months or less)
- 11 Mental problems

(a) Unable to comprehend court date and/or the charges.

INELIGIBILITY FOR SIGNATURE BOND RELEASE: The subject must not have a "fail to appear" charge on a previous signature bond release, i.e., "Failure to appear on (charge), failure to appear" warrants (whether released through the Tester Program or from the Duval County Jail release program).

Note: When a jail docket sheet is attached to the warrant and indicates the subject has been released on a surety bond, it is generally best to rule the subject ineligible -- i.e., for some reason the jail releasing program would not release him/her at the time of his arrest.

DISAPPROVAL FOR A SIGNATURE BOND: If the subject is disapproved for a signature bond, book as a regular prisoner and attach the Signature Bond Interview Sheet (P-075) -- indicating the reason for disapproval -- to the Field Arrest Report (p-002).

DALE CARSON, SHERIFF
OFFICE OF THE SHERIFF
CONSOLIDATED CITY OF JACKSONVILLE
P. O. BOX 2070
JACKSONVILLE, FLORIDA 32202

NOTICE

TO: _____

Please call me at 633-4105, between the hours of 9:00 A.M. and 12:00 P.M. or
1:00 P.M. and 3:00 P.M. before _____ regarding a matter
of extreme importance to you.

DALE CARSON
Sheriff of Duval County, Florida

By: W. O. Tester
W. O. Tester, Deputy Sheriff

P-224 3/76 Rev.

**OFFICE OF THE SHERIFF
JACKSONVILLE, FLA.**

YOU ARE SCHEDULED TO APPEAR IN
COURT ROOM _____, COURT HOUSE AT
(TIME) _____ ON (DATE) _____.

IF YOU FAIL TO APPEAR YOU ARE
SUBJECT TO A \$500.00 FINE AND 90
DAYS IN JAIL.

ARREST AND BOOKING REPORT

PLEASE PRINT		OFFICE OF SHERIFF JACKSONVILLE, FLORIDA		ARRESTING OFFICER COMPLETE UNSHADED AREA	
1. PAGE	OF	DATE	DAY	JAIL NUMBER	
LAST NAME		FIRST NAME	MIDDLE NAME	ALIASES OR NICKNAMES	
4.		5.		JSO ID NUMBER	
ADDRESS			PLACE OF BIRTH		
6.			JAX, FLA. <input type="checkbox"/>		
CITY/STATE		JAX, FLA. <input type="checkbox"/>	HOW LONG IN JAX	DRIVER'S LICENSE NUMBER	STATE
7.		8.			
TIME BOOKED	ARRESTING AGENCY	LOCAL PRIOR ARRESTS	DATE OF BIRTH	AGE 11.	
9.	JSO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	10.		
SEX 12.	RACE 13.	HEIGHT	WEIGHT	EYES	HAIR
					BUILD
					COMPLEXION
					REPORTING AREA
DISTINGUISHING MARKS (TATTOOS, ETC.)			SOCIAL SECURITY NUMBER		OBTS NUMBER
OCCUPATION		EMPLOYER		EMPLOYER ADDRESS	
EDUCATION		PROPERTY OFFICER	BOOKING OFFICER	RELIGION	
FINGERPRINTING OFFICER		SEARCHING OFFICER		DATE EXP. SENTENCE	GOOD TIME
DWI CHEM TEST	OPERATOR	TIME	COURT: 1.	CCR NUMBER	
REFUSED <input type="checkbox"/>	%		COUNTY <input type="checkbox"/> CIRCUIT <input type="checkbox"/> FEDERAL <input type="checkbox"/> OTHER <input type="checkbox"/>	15.	
FILE DIRECT	BOND HEARING	ARRAIGNMENT	TRIAL	CONTINUED	CONTINUED
16. <input type="checkbox"/>					
CONTINUED	CONTINUED	CONTINUED	CONTINUED	CONTINUED	CONTINUED
STATUTE OR ORDINANCE #	OFFENSE CHARGED	CASE #	BOND	DISPOSITION	DATE
17.	18.				
WHERE ARRESTED (STREET#, NEAREST MILEPOST - INTERSECTION)	BLANKET BOND \$	COURT COST \$	REDUCED BOND \$	BY	
19.					
ARRESTING OFFICER	SER.#	DIV. & WATCH	TRANSPORTED BY (NAME)	BEAT	TIME ARRESTED
20.		21.	22.	23.	24.
PROPERTY TAKEN BY ARRESTING OFFICER FROM PRISONER TURNED INTO JAIL					AMOUNT MONEY
25. NONE <input type="checkbox"/>					26.
HOW ARREST MADE					
27.	CALL <input type="checkbox"/>	ON VIEW <input type="checkbox"/>	LOCAL <input type="checkbox"/>	LOCAL <input type="checkbox"/>	OTHER JURISDICTION; SPECIFY:
			CAPIAS <input type="checkbox"/>	ARREST WARRANT <input type="checkbox"/>	
VEHICLE DESCRIPTION (YEAR, MAKE, MODEL, COLOR, TAG # AND STATE)			LOCATION VEHICLE STORED		
28.			29.		
EVIDENCE <input type="checkbox"/> 30. <input type="checkbox"/>			WHERE TURNED IN		
PERSONAL PROPERTY <input type="checkbox"/>			PROPERTY ROOM <input type="checkbox"/> OTHER <input type="checkbox"/>		
COMPLAINANT	ADDRESS	TELEPHONE NUMBER	TIME RECEIVED		
31.					
WITNESS	ADDRESS	TELEPHONE NUMBER	ID VERIFIED BY		
32.					
NARRATIVE (DESCRIBE EVENTS LEADING TO ARREST, USE REVERSE SIDE)				VIOLATION OF PROBATION YES <input type="checkbox"/> NO <input type="checkbox"/>	
33.				RIGHT INDEX PRINT	
ARRESTEE INVOLVED	YES	NO	PROPERTY	CODE	PERSONAL
IN TRAFFIC ACCIDENT	<input type="checkbox"/>	<input type="checkbox"/>	DAMAGE SEVERITY	\$	INJURY
					# INJURED
HOW PRISONER RELEASED			DATE	TIME	
CASH \$	SURETY <input type="checkbox"/>	SIGNATURE BOND <input type="checkbox"/>	EXPIRATION OF SENTENCE <input type="checkbox"/>		
CELL LOCATION		RELEASING OFFICER		ADMISSION OFFICER	

MEDICAL INFORMATION

NAME	JAIL NUMBER	RACE	SEX	AGE	DATE
NOK	ADDRESS			TELEPHONE	
PHYSICAL DEFECTS OR DISABILITIES					
BRUISES, SCARS, ETC.					
TB	ASTHMA	HEPATITIS	DIABETIC	HEART CONDITION	
EPILEPSY	LAST DOSE OF MEDICINE				
HEROIN ADDICT	NO. BAGS/DAY	LAST FIX	DRUG ABUSER	WHAT DRUGS	
ALCOHOLIC	LAST DRINK	VD	PREGNANT	CANCER	HIGH BLOOD PRESSURE
SUICIDE	HOW	LAST CHEST X-RAY			
PRIVATE DOCTOR	ADDRESS				
DATE LAST SEEN	ARE YOU UNDER MEDICATION			WHAT	
ALLERGIES					
HAVE YOU EVER BEEN UNDER PSYCHIATRIC TREATMENT		WHERE	WHEN		
DO YOU HAVE MEDICATION WITH YOU			WHAT		
LIST ALL HOSPITALIZATIONS		(DATE, PLACE, REASON)			
REMARKS:					
MEDICAL INSURANCE			NURSE		

APPENDIX B

General Order
Obtaining, Reviewing, Serving of Arrest and Bench Warrants
Metropolitan Police Department
Washington, D.C.



GENERAL ORDER



SERIES	NUMBER	EFFECTIVE DATE
702	1	October 6, 1975
SUBJECT:		DISTRIBUTION
Obtaining, Reviewing, Serving of Arrest and Bench Warrants		A
		ORIGINATING UNIT
		PDD

The purpose of this order is to establish the policy and procedures for obtaining, reviewing, serving, and filing of arrest and bench warrants. Vice arrest warrants, other confidential warrants obtained by elements of the Inspectional Services Bureau and district vice units, and warrants obtained by the Fugitive Unit, are exempt from the procedures set forth in this order. This order consists of the following parts:

- PART I Responsibilities and Procedures for Members of the Department
- PART II Responsibilities and Procedures for Special Assignment Personnel
- PART III Responsibilities and Procedures for Supervisory and Command Personnel

PART I

A. Application for Warrants.

1. All applications for arrest warrants involving charges arising under the D.C. Code shall be presented to a judge of the Superior Court, having first been presented for approval to the Grand Jury Intake Section, U.S. Attorney's Office, Superior Court.

2. All applications for arrest warrants involving charges arising under the U.S. Code shall be presented to the U.S. Magistrate, having first been presented for approval to the Grand Jury Section, U.S. Attorney's Office, U.S. District Court.

3. Arrest Warrants needed during non-business hours shall be obtained according to usual practice by contacting one of the Assistant U.S. Attorneys whose name appears on the duty list published to the force for the current month. This list shall be posted on the element's bulletin board.

4. Members of the department attempting to obtain arrest warrants shall present for approval completed warrant applications on Form W-1 (Affidavit In Support of an Arrest Warrant) along with any other supporting affidavit, to an official of his unit of the rank of lieutenant or above, prior to presenting these forms to the appropriate court.

No arrest warrant shall be obtained without the knowledge and prior approval of this same level of command. Such approval will be noted clearly by the supervisory official signing and dating the PD Form 25. Members in need of warrant or affidavit forms are advised that the Desk Lieutenant, Criminal Investigations Division, is authorized to act as a clerk of the court in certain matters when the court is not in session, and, as such, maintains a supply of both forms which are available upon request.

5. Prior to presenting an application for an arrest warrant, the officer handling the case shall, after considering the information already available on the suspect, make the following inquiries and obtain the current data on file regarding the suspect:

- a. Query WALES and NCIC regarding the named suspect to determine his offender status in the District of Columbia. If the subject is wanted by another jurisdiction, coordinate the activities with the Fugitive Unit of the Criminal Investigation Division.
 - (1) "QARN" is a name and records check.
 - (2) "ENAM" is used to obtain a suspect's D.C. Department of Corrections number.
 - (3) "DMAA" retrieves active open and closed inmate data from D.C.D.C.
 - (4) "PDID" along with six digit MPD identification number retrieves D.C.D.C. number.
 - (5) "DMIA" retrieves inmate data stored in the active files.
- b. Prepare PD Form 26 (Record of Warrant on File Requiring Services) in triplicate and add on the form the information received as a result of the above inquiries. Members shall handprint all the required information in the appropriate boxes on this form. All copies of the PD Form 26 shall be submitted to the appropriate prosecuting attorney at the time of application.

General Order No. 702.1
(Revised 10/25/76)

for the warrant. The court shall process the warrant and forward the PD Form 26 through the Identification and Records Division to the officer assigned the warrant for service.

B. Review and Disposition.

1. Whenever any criminal arrest warrant is still outstanding after 60 days, the officer who obtained the warrant will be notified by his organization's warrant clerk to contact the U.S. Attorney's Office so that the warrant can be reviewed to determine whether it shall remain in force or be withdrawn. This review will be performed every 6 months thereafter until the warrant is executed or withdrawn.

2. Warrants will be reviewed with an Assistant U.S. Attorney on the officer's next regularly scheduled court date following notification. When reviewing a warrant with the U.S. Attorney's office, member shall sign in and sign out at the Court Liaison Office.

3. Prior to the review, the officer will obtain the PD Form 26 and affidavit from the Identification and Records Division (Room 2076). The officer shall then prepare a PD Form 252 (Supplement Report) indicating all efforts made to apprehend the named suspect and other information regarding the continued availability and willingness of the complainant and/or witnesses. If the complainant and/or witnesses crucial to the case state that prosecution is no longer desired, they shall be required to submit their requests in writing to the prosecuting attorney. This request will be dated and signed in the presence of the officer originating the warrant. Any individual who does not comply with this provision shall be summoned to appear before the prosecuting attorney to express his requests regarding the case. The issuance of the summons and the outcome of the hearings will also be noted on the PD Form 252.

4. The results of the Assistant U.S. Attorney's review of the warrant shall be noted by the officer in the "Results or Comments" section on the bottom of the PD Form 26. These notations should

include the name of the prosecutor reviewing the warrant, the disposition (warrant continued in force or withdrawn), and the date and time of review. Additionally, should the warrant remain in force, the top portion of a new PD Form 26 will also be completed by transferring the information reflected on the original PD Form 26 in the "Central Complaint Number" through "Work Phone" items.

5. After completing the above forms the officer in the case will then return the original PD Form 26, the new PD Form 26 - if one is needed, and supporting papers to the Identification and Records Division (Room 2076).

6. In those instances when an arrest warrant has been nolleed in favor of a bench warrant, the officer in the case will complete the top portion of a new PD Form 26 (through the work phone entry), then submit it to the Identification and Records Division (Room 2076), thus providing follow-up notification as to the change in warrant status from arrest to bench warrant. Attached to the PD Form 26 for the bench warrant will be the original PD Form 26 and its supporting papers.

C. Processing Warrants Where Flight Is Indicated.

When it is determined that a suspect, for whom a felony arrest warrant is outstanding, has fled the District of Columbia or when another jurisdiction notifies a member of this department that a wanted person has been apprehended, the member shall contact the Fugitive Unit for their assistance and guidance, or in the absence of a member from that unit, the Desk Lieutenant, Criminal Investigations Division.

D. Service of Warrants.

1. Members of the force shall not participate in the service of search or arrest warrants along with other law enforcement agencies within the District of Columbia, unless prior approval has been granted by the division or district commander or director, or the official then in charge of the division or district, the rank of captain or above. If an official the rank of captain or above is not in charge of the division or district at the time the

request is made, approval must be obtained from the official then in charge of the department. In those cases where other law enforcement agencies request assistance from the department in the service of warrants and the location is outside the District of Columbia, approval must be obtained from the unit's bureau head or the official then in charge of the department, prior to participation by any member of this department.

2. All criminal arrest warrants referred to the department from the courts for service shall be assigned by the Identification and Records Division to the investigative section of the district receiving the warrant for service.

3. Officers shall be allowed 10 days from the date of assignment to complete service on arrest warrants. An officer, upon receiving a warrant assignment, shall acknowledge receipt of the assignment by signing the PD Form 26.

- a. Members will make all necessary visits required on PD Form 26 to maximize the possibility of service; and when service cannot be made, they shall explain the reasons for non-service.
- b. Members are reminded that D.C. Code 13-303 prohibits the service on Sundays of any writ, process, warrant, order, judgment, or decree, except in cases of treason, felony, or breach of the peace. However, this does not preclude the execution of outstanding traffic warrants on a Sunday against a vehicle operator if he is taken into custody for reasons not related to the outstanding traffic warrants.
- c. Traffic warrants and warrants for minor infractions of the law that do not involve injury (either actual or implied or the destruction of property) shall not be served at late or unusual hours. However, in the

event a member of the force comes in contact with a subject wanted on such a warrant at a late or unusual hour (for example, during the course of a routine traffic stop), the member shall execute the warrant.

- d. Members are reminded that knowledge of a warrant being issued and in possession of the department for service is sufficient to authorize an officer who does not have the arrest warrant or PD Form 26 with him to make an arrest for any offense, felony or non-felony.

4. If the officer cannot complete service within the 10 day time limit, he shall turn in the PD Form 26 to his commanding officer indicating the efforts made to obtain service.

5. When a warrant is served, the officer having the assignment shall surrender his copy of the PD Form 26 to the Warrant Clerk.

6. When an arrest is made on a criminal warrant, the arresting officer shall immediately prepare a PD Form 252 citing the circumstances surrounding service of the warrant.

7. When an arrest is made on a suspect with an outstanding arrest warrant and the arresting officer is not the originator of the warrant, the arresting officer shall make a PD Form 255 and book the prisoner at his unit. Upon completion of the booking process, the prisoner shall be transported to the unit where the warrant originated. The originating unit shall be responsible for completing the necessary PD Forms and for processing the case in court. If the originating officer is not available, the official in charge of that unit shall cause a member of his unit to prepare the necessary reports and process the case in court.

8. If a subject is arrested for an offense, and further investigation reveals that there is an arrest warrant outstanding against him, the arresting officer shall prepare the necessary reports for the

original offense, plus an additional PD Form 253 using the original complaint number, if available. The arresting officer shall also notify the official then in charge of the unit where the warrant was originated that the prisoner was apprehended on additional offenses plus an outstanding warrant initiated by a member of his unit. The official then in charge shall cause the originating officer, if available, or another member of his command to respond to the arresting officers unit and prepare the necessary paperwork for processing the case.

9. When an arrest is made by a member of another law enforcement agency, acting on the basis of an arrest warrant generated by a member of the department, it shall be the responsibility of the member who obtained the warrant to insure that the necessary police department forms (i.e., 163, 255, etc.) are executed and that the defendant is processed through the Identification Branch, Identification and Records Division. In the absence of the originating officer, his immediate supervisor will select an alternate officer to complete the processing.

F. Serving Bench Warrant: When to Charge Bail Reform Action Violation.

1. Members of the department, when effecting the arrest of individuals on the basis of a bench warrant or attachment, shall also charge the arrested person with Violation of the Bail Reform Act, unless the bench warrant was issued for one of the following reasons:

- a. The bench warrant is for a traffic offense.
- b. Any offense prosecuted by the D.C. Corporation Counsel.
- c. Probation revocation.
- d. Parole revocation.
- e. Violation of conditions of release.
- f. Failure to answer a subpoena.

CONTINUED

1 OF 2

- g. Failure to report in answer to a summons or citation.
- h. Failure to appear for an extradition hearing.

2. Members of the force making an arrest based solely on a bench warrant shall follow one of two courses of action, depending upon whether or not the suspect is charged with Violation of the Bail Reform Act.

- a. When not charged with Violation of the Bail Reform Act:

- (1) Check with the Identification and Records Division to ascertain if a previous complaint number has been issued in the case. If no complaint number has been issued for the bench warrant, obtain a complaint number from the Communications Division.
- (2) Notify the Criminal Warrant Section, Identification and Records Division, by telephone immediately upon execution of a bench warrant so that notification to the original arresting officer can be made. Then note on the PD Form 251 and PD Form 252 that Identification and Records Division was contacted.
- (3) Book the suspect for arrest on a bench warrant.
- (4) Prepare PD Form 255 and PD Form 163 indicating the charge as being "Bench Warrant." Identify yourself, not the issuing judge, as the complainant and the reporting person.
- (5) Process the arrested person.

through the Identification Branch, Identification and Records Division.

- (6) Process charges through the court until a final disposition has been obtained.

b. When charged with Violation of the Bail Reform Act:

- (1) Obtain a new complaint number from the Communications Division for "Violation of the Bail Reform Act."
- (2) Notify the Criminal Warrant Section, Identification and Records Division, by telephone immediately upon execution of a bench warrant, so that notification of original arresting officer can be made.
- (3) Prepare a PD Form 251 for Violation of Bail Reform Act. Item 25 of PD Form 251 will reflect two charges: "Violation of Bail Reform Act" and the charge of the "Bench Warrant." (The arresting officer will be listed as complainant and the reporting person.)
- (4) Prepare PD Form 255 reflecting the same two charges: "Violation of the Bail Reform Act" and the charge of the "Bench Warrant." (NOTE: When executing PD Form 255, items 2, 4, and 11 will be left blank. In item 38 enter "Violation of Bail Reform Act," with its arrest number and the new complaint number, as well as the "Bench Warrant," its arrest number, and the complaint number of the original case.
- (5) Execute a PD Form 163 for "Violation of the Bail Reform Act." Include on this PD Form 163

all pertinent information for the bench warrant to include the complaint number, original charge, and arrest number.

- (6) Ask the subject why he did not appear in court and place his statement on the PD Form 163.
- (7) Process charges through the Identification Branch, Identification and Records Division, and through the court until a final disposition is obtained.

3. When a member of the force makes an "on the scene arrest," and determines through a WALES check that the subject is also wanted for a bench warrant, the charges are processed as specified in (a) and (b) above with the following exceptions:

- a. The charge of the bench warrant is included on the PD Form 251 and PD Form 255 reporting the on scene arrest.
- b. Violation of the Bail Reform Act, if charged, is also included on the PD Form 251 and PD Form 255 reporting the on-scene arrest.

G. Warrants Issued on Residents of Community Correctional Facilities.

1. Whenever a member of the force receives a warrant to be served on a resident of a Community Correctional Facility (Halfway House), he shall first notify the Major Violators Section, Criminal Investigations Division.

2. Service of the warrant shall not be made until authorization has been received from the Major Violators Section, and the necessary arrangements with the Department of Corrections have been made.

PART II

A. Maintaining Records of Criminal Warrants.

1. To assist in controlling and suspending service on outstanding warrants in accordance with the provisions of this order, each warrant clerk will be provided with the following computer notification listings:

- a. A listing of all warrants assigned to each unit for service indicating when each PD Form 26 is due for return to Identification and Records Division under the 15-day warrant service requirement set forth in this order. (The district has 5 days for processing, the officer 10 days for serving).
- b. A listing of all warrants applied for by each officer in the organizational element since January 15, 1974, and which are still active. Besides the officer's name, this listing contains a notation if the warrant is due for review, the due date for review, the number of times the warrant has been reviewed, and the date of the last review.

2. Superior Court warrants are now retained in the Warrant Clerk's Office, Superior Court, and U.S. District Court Warrants are filed in the Identification and Records Division, 300 Indiana Avenue. Organizational elements shall receive an original and one copy of PD Form 26, a PD Form 163, the warrant affidavit and a photo of the suspect if available. PD Forms 26 shall be processed by organizational elements in the following manner:

- a. The original shall be filed in a criminal warrant alphabetical file by name of defendant.
- b. The first copy of the PD Form 26 with attachments, shall be given to the officer to effect service.

3. When PD Form 26 is turned in by officers subsequent to service or after a determination that service cannot be made, the warrant clerk shall:

- a. Transfer the information which was entered on the copy of PD Form 26 to the original PD Form 26.
- b. Carefully check to insure that all necessary parts of PD Form 26 are completed.
- c. Forward the original and copy along with any attached affidavits and photos to the Director, Identification and Records Division.

4. PD Form 26, with attachments, shall be returned to the Director, Identification and Records Division, by all organizational elements immediately upon service or when no service is effected, within 15 days of the receipt date at the element.

5. Once an offender has been apprehended and his identity confirmed, the station clerk should enter the warrant or warrants into WALES as being served.

b. The warrant clerk in each unit shall at the end of 7 days receive a printout list from the Data Processing Division of all warrants served by members of his unit which have not been cleared. If the warrants have been served, but not cleared, the warrant clerk shall immediately contact the department's Criminal History Clerk, located in the Criminal Information Center; D.C. Superior Court. The Criminal History Clerk shall conduct an investigation to determine why the warrant has not been cleared from the system. If it is determined that the officer papering the case did not pick up the warrant from the warrant office, our representative shall notify the arresting officer to respond to the Warrant Office, D.C. Superior Court, and clear the warrant. If there is some other reason for the warrant remaining in a non-served status, the departments Criminal History Clerk shall be responsible for clearing the warrant. Once the warrant is cleared the Criminal History Clerk shall notify the unit warrant clerk of the final disposition.

B. Identification and Records Division.

1. The Director, Identification and Records Division, shall receive and file all criminal arrest warrants or attachments issued by the U.S. District Court, as well as affidavits for warrants issued by the Superior Court.

2. Upon receipt of such warrant or PD 26, the Director, Identification and Records Division, shall:

- a. Make one copy of the original PD 26 and any affidavit pertaining to a warrant on file in Superior Court, and attach the copy of the affidavit to the PD Form 26 that is being forwarded to the organizational element of the officer requesting the warrant for service. Copies of affidavits shall be for the use of officers at organizational elements in the execution of other required PD forms.
- b. File the warrant, or affidavit, and one copy of the PD Form 26.
- c. Forward a photo of defendant and PD 163, if available.

3. When PD Form 26 is returned to the Identification and Records Division without service, those PD Forms 26 addressing criminal arrest warrants shall be reassigned for service to the Commander, Special Operations Division, and processed as required by this order unless withdrawal procedures are necessary. Criminal bench warrants shall be sent directly to the Commander, Special Operations Division for service. PD Forms 26 addressing bench warrants for traffic cases shall be retained in the Identification and Records Division files.

4. The Director, Identification and Records Division, retains responsibility only for the input into SALES of those warrants emanating from the U.S. District Court.

5. The Director, Identification and Records Division, shall reissue all PD Forms 26 regarding criminal arrest and bench warrants when the PD Form 26 is returned without service or when there is no indication that the named suspect has fled the District of Columbia. When a PD Form 26 is returned without service, and "flight" has been indicated, the officer in the case shall be notified to contact the Fugitive Unit for possible presentation of the case to the Grand Jury. Misdemeanor warrants in this category shall remain within the Identification and Records Division until such time as they are reviewed by the issuing court. Criminal warrants are recycled utilizing the same procedures as the initial process. However, the Identification and Records Division shall include a copy of the initial PD Form 26 reflecting the results of those inquiries to avoid duplication of effort on the part of individuals assigned the warrant for service. The recycling process shall commence 60 days after the PD Form 26 has been returned from the Special Operations Division, and shall be continuous until such time as the warrants are served, withdrawn, or forwarded to the U.S. Marshal's Office for service in another jurisdiction.

6. If in processing a prisoner through the Identification Branch, additional warrants are uncovered as a result of fingerprint identification, the Identification Branch will contact the unit where the warrant originated so the additional charges can be processed.

C. Data Processing Division.

The Director, Data Processing Division, shall produce the following reports for use in the evaluation and management of the criminal warrant process:

1. A monthly report to the Chief of Police reflecting outstanding warrants and the organization requesting the warrant. It should reflect the previous month's balance, additions during the month, and deletions by category served or nolle.

2. A bi-weekly report to each division of the department containing, but not limited to, the following information: name of the officer requesting

the warrant; the date the warrant was obtained; the date of scheduled 60-day review (criminal warrants only); the date of the last review, if applicable; and the name of the defendant.

3. A weekly report to each district reflecting the status of outstanding PD 26's. The report will reflect the PD 26's assigned for service and those due for return to the Identification and Records Division.

d. Major Violators Section, Criminal Investigations Division.

1. When notified by a member of the force that a warrant has been issued on a resident of a Community Correctional Facility (Halfway House), the Major Violators Section shall advise the appropriate office within the D.C. Department of Corrections of this fact.

2. After making the necessary notification and arrangements with the Department of Corrections, the Major Violators Section shall notify the member in possession of the warrant of the arrangements that have been made for service of the warrant.

3. The Fugitive Unit, Criminal Investigations Division, is responsible for overseeing and assisting members on all pending out-of-jurisdiction actions initiated by the Metropolitan Police Department or other law enforcement agencies.

PART III

A. Knowledge of Existing Warrant.

Commanders are reminded that knowledge of the fact that a warrant has been issued and has been assigned to this department for service is sufficient to authorize an officer who does not have the warrant with him to make an arrest for any offense, felony or non-felony. Therefore, the fact that organizational elements of the department do not have actual custody of warrants in no way relieves them of the obligation to exhaust all means so as to execute the warrants as expeditiously as possible.

B. Processing of PD Forms 26.

1. Commanding officers of organizational elements to whom PD Forms 26 are forwarded for service shall be responsible for exerting every possible effort to effect the immediate service of warrants. Upon receipt of PD Form 26 at organizational elements, commanders or directors shall:

- a. Cause the PD Form 26 to be processed as though it were a warrant, including the execution of all other required PD Forms.
- b. Cause the original PD Form 26 to be filed and the copy to be given to the officer assigned to effect service.

2. When PD Forms 26 are returned by officers subsequent to service or after a determination that service cannot be made, commanders or directors shall insure that they are processed as required in PART II, paragraph A3 and A4.

C. Withdrawal Procedure.

When a commanding officer determines that service cannot be completed (e.g., defendant deceased) he shall cause the PD Form 26 to be delivered to the Identification and Records Division for withdrawal. This transaction shall be recorded on PD Form 237 (Transmittal Sheet).

D. Compliance With 60-Day Warrant Review Requirement.

Commanders shall insure that officers originating warrants comply with the 60-day review requirement on their outstanding criminal warrants.

E. Time Period for Service of Misdemeanor Warrants.

Commanding officers are reminded that the D.C. Code 23-563(b) states that misdemeanor warrants

may not be executed more than one year after the date of issuance. However, the courts can, upon good cause, reissue misdemeanor warrants that are good for an additional year from the date of reissuance.


Maurice J. Callahan
Chief of Police

MJC:CJA:mrr

PROGRAM MODELS: "Managing Criminal Warrants"

To help LEAA better evaluate the usefulness of Program Models documents, the reader is requested to answer and return the following questions.

1. What is your general reaction to this Program Models report?
 Excellent Above Average Average Useless Poor
2. Does this document represent best available knowledge and experience?
 No better single document available
 Excellent, but some changes required (please comment)
 Satisfactory, but changes required (please comment)
 Does not represent best knowledge or experience (please comment)

3. To what extent do you see the document as being useful in terms of:
(check one box on each line)

	Highly Useful	Of Some Use	Not Useful
Modifying existing projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administering on-going projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing new or important information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing or implementing new projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. To what specific use, if any, have you put or do you plan to put this particular document?

- | | |
|--|--|
| <input type="checkbox"/> Modifying existing projects | <input type="checkbox"/> Training personnel |
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| <input type="checkbox"/> Others: | |

5. In what ways, if any, could the document be improved: (please specify), e.g. structure/organization; content/coverage; objectivity; writing style; other)

6. Do you feel that further training or technical assistance is needed and desired on this topic? If so, please specify needs.

7. In what other specific areas of the criminal justice system do you think a Program Models report is most needed?

8. How did this document come to your attention? (check one or more)
- | | |
|---|--|
| <input type="checkbox"/> LEAA mailing of document | <input type="checkbox"/> Your organization's library |
| <input type="checkbox"/> Contact with LEAA staff | <input type="checkbox"/> National Criminal Justice Reference Service |
| <input type="checkbox"/> LEAA Newsletter | |
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9. Check ONE item below which best describes your affiliation with law enforcement or criminal justice. If the item checked has an asterisk (*), please also check the related level, i.e.

- | | | | |
|---|--|---|--------------------------------|
| <input type="checkbox"/> Federal | <input type="checkbox"/> State | <input type="checkbox"/> County | <input type="checkbox"/> Local |
| <input type="checkbox"/> LEAA | <input type="checkbox"/> Police * | <input type="checkbox"/> Court * | |
| <input type="checkbox"/> State Planning Agency | <input type="checkbox"/> Correctional Agency* | <input type="checkbox"/> Legislative Body * | |
| <input type="checkbox"/> Regional SPA Office | <input type="checkbox"/> Other Government Agency * | <input type="checkbox"/> Professional Association * | |
| <input type="checkbox"/> College/University | <input type="checkbox"/> Crime Prevention Group * | | |
| <input type="checkbox"/> Commercial/Industrial Firm | | | |
| <input type="checkbox"/> Citizen Group | | | |

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11. If you are not currently registered with NCJRS and would like to be placed on their mailing list, check here.

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