

MARIN COUNTY SHERIFF'S DEPARTMENT  
CIVIL/DOCUMENTARY SERVICES POLICY AND PROCEDURE MANUAL

CHAPTER TEN - WARRANTS PROCESSES  
CIV - 10 - 01  
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DATE  
12/01/97

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**DOJ WANTED PERSONS VALIDATION , PROCESSING OF**

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**POLICY**

In accordance with Department of Justice regulations, Wanted Persons System entries will be validated according to the following procedure.

**PROCEDURE**

Upon receipt of Department of Justice WPS entry print outs by the Warrants Section from the Civil Division Manager, verify that each listed entry matches an active warrant. Because there is a time limit required by the Department of Justice, this procedure should take place immediately upon receipt.

If there is an active warrant, mark the "yes" column.

If there is no active warrant, check the warrant in the CLETS system to verify that it has been removed from the system. Write a brief explanation on the print out, i.e. date of removal and return of warrant to court.

If there is no active warrant and the warrant has not been removed from CLETS, remove it immediately (see Warrants, Criminal, Removal from CLETS, CIV - 5 - 2) and indicate the action on the print out.

When all warrants have been checked, make two copies of the print out. Send one to the District Attorney and one to the Court for review with the warrants validation cover letter (Example 1 attached).

If the DA and the Court do not respond with verification of active cases supporting active warrants prior to the expiration date all warrants must be removed from the CLETS system and the warrants must be removed from the active warrants files. Indicate this action on the print out.

If the DA and the Court respond but do not indicate that they have active cases supporting active warrants, those warrants must be removed from the CLETS system and the active warrants files. Indicate this action on the print out.

When all actions have been completed, return the original print out to the Civil Division Manager prior to the expiration date.

RELATED STANDARDS:

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

**By order of:**

**Tom McMains  
Captain**