

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

CHAPTER TEN - WARRANT PROCESSES
CIV - 10 - 06
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DATE
08-11-98

WARRANTS, CRIMINAL, VERIFICATION OF, TRANSMITTAL TO JAIL

POLICY

Criminal warrants shall be verified and transmitted pursuant to the following procedure.

PROCEDURE

When an agency calls to verify a warrant prior to an arrest, request the name and date of birth of the subject. Fill in this information on a "Warrant Verification Slip" (Example 1 attached) located at each warrants station. Pull the corresponding warrant envelope(s) from the active warrant file drawers at the back of the warrants area. **Confirm that name and date of birth on the warrant match the information given by the arresting agency.** Verify the warrant information to the arresting agency, and complete the "Warrant Verification Slip." For local (in county) arrests complete only warrant name, dob, arresting agency, date and signature. For out of county arrests complete the entire slip. Paper clip the "Warrant Verification Slip" to the warrant envelope.

Remove the warrant from the CLETS system (see CIV - 05 - 02).

Enter the warrant's service in CJIS (see CIV - 04 - 09).

If the warrant envelope is stamped "Notify Originating Agency When Verified" (see Example 2 attached), complete an "Agency Warrant Status Notification" form -- Example 3 attached (located at each warrants station). Put the form in the appropriate agency mail box in the copy room. Initial and date on the blank line on the stamped envelope..

If it is a local arrest for booking in our jail, a copy of the warrant will be sent to the jail when it is requested by the jail. Insert the original warrant from the warrant envelope in a printed fax document carrier (located in the far right box on the bookshelf in front of the warrants area) and fax to the jail at 7584.

Stamp the back of the original warrant with the stamp next to the box labeled "Served Warrant Box" (located on the bookshelf in front of the warrants area). Sign or initial on the blank line. If the warrant is a bench warrant, requiring a copy for probation, put the copy in the probation mail box in the copy room. Any yellow copies of a warrant should be stamped on the back and put in probation's mail box. Put the original warrant in the box labeled "Served Warrant Box" (see **EXCEPTIONS** below).

On the bottom of the "Warrant Verification Slip" write "to jail" and the date. Clip the "Warrant Verification Slip" to the warrant envelope. Put the warrant envelope with the attached "Warrant Verification Slip" in the box labeled "Warrant Envelope Tray" or complete the return of the warrant pursuant to CIV - 10 - 05 (Warrants, Criminal, Return to Court).

EXCEPTIONS: Parole Warrants, Sheriff's Warrants of Arrest and Juvenile Warrants should be stamped and initialed but they do not go in the "Served Warrants Box." The original Parole Warrant goes in the probation mail box after it is stamped and initialed. Clip the "Warrant Verification Slip" to the warrant envelope and put in the box labeled "Warrant Envelope Tray" or complete the return of the warrant

pursuant to CIV - 10 - 05. Sheriff's Warrants of Arrest and Juvenile Warrants are returned to the warrant envelope, with the "Warrant Verification Slip" clipped to the envelope. Put them in the box labeled "Warrant Envelope Tray" or complete the return of the warrant pursuant to CIV - 10 - 05.

No copies of Warrants of Arrest, Sheriff's Order to Arrest or Juvenile Warrants go to probation.

If it is an out of county arrest, keep the original warrant with the warrant envelope and the completed "Warrant Verification Slip."

Remove the warrant from the CLETS system (see CIV - 05 - 02).

Enter the warrant's service in CJIS (see CIV - 04 - 09).

If the warrant envelope is stamped "Notify Originating Agency When Verified" (see Example 2 attached), complete an "Agency Warrant Status Notification" form -- Example 3 attached (located at each warrants station). Put the form in the appropriate agency mail box in the copy room. Initial and date on the blank line on the stamped envelope.

Send an abstract to the arresting agency (see CIV - 10 - 07).

Put the original warrant with the warrant envelope and completed verification slip in the box labeled "Warrant Envelope Tray" (far right on bookshelf at front of warrants area) or complete the return of the warrant pursuant to CIV - 10 - 05.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of:

Tom McMains
Captain