



**Santa Cruz Consolidated  
Emergency Communications Center**


495 Upper Park Road  
Santa Cruz, California 95065  
(831) 471-1000 Fax (831) 471-1010

Michael J. McDougall  
General Manager

**9-1-1** FIRE  
POLICE  
MEDICAL

**COMMUNICATIONS OPERATIONS  
LAW ENFORCEMENT POLICY/PROCEDURE**

**Policy No.: 4520.80**  
**Date Issued: June 13, 2000**  
**Date Revised:**

APPROVED:   
General Manager, SCCECC

**SUBJECT: NOTIFICATION OF "OWN RECOGNIZANCE" WARRANT SERVICE**

**1.0 Purpose**

- 1.1 To provide specific notification procedures when an active warrant is served and the subject is released on his/her "own recognizance" (OR'd).
- 1.2 To assist the Sheriff's Office Records Department (S. O. Records) in the accurate tracking of warrants and help prevent warrants from being served more than once.

**2.0 Procedure**

- 2.1 When a warrant is OR'd by a Capitola, Santa Cruz or Watsonville Police Department officer, the dispatcher will request the warrant be abstracted to the police department. This abstract request serves as notification to S. O. Records that the warrant has been served.
- 2.2 When a warrant is OR'd by a Sheriff's Office deputy, an abstract is not requested. The dispatcher will telephone S. O. Records and advise the records clerk of the warrant service.
- 2.3 If a deputy requests a warrant confirmation and the warrant is confirmed, OR'able, the deputy should inform the dispatcher if the warrant was served. If the deputy does not, the dispatcher should confirm with the deputy if the warrant was served and relay that information to S. O. Records.

- 2.3.1 The primary responsibility for notifying dispatch of a warrant service rests with the officer or deputy.
- 2.4 If a dispatcher requests a warrant confirmation for an officer or deputy and the records clerk is unsure of the status of the warrant after at least one hour has elapsed, the records clerk should phone the dispatcher and confirm the warrant service.
  - 2.4.1 The primary responsibility for following up on a warrant confirmation request rests with the records clerk.