



## COMMUNICATIONS OPERATIONS LAW ENFORCEMENT POLICY

<b>Policy No.</b> 4520	<b>Date Issued:</b> June 1, 1996
<b>Section:</b> 4500 - CLETS and Other Automated Systems	<b>Date Revised:</b> July 22, 2019
<b>Accreditation Standards:</b> None	
<b>SUBJECT: WARRANT CHECKS</b>	
<b>APPROVED:</b> _____ Chairperson, Law Enforcement Users Subcommittee	
<b>APPROVED:</b> _____ Dennis Kidd, General Manager	

### 1.0 Policy

The intent of this policy is to provide dispatchers with a clear and rapid system for processing officer's warrant check requests, including current and accurate warrant returns, while using appropriate officer safety techniques.

### 2.0 Procedure

- 2.1 When units request warrant checks on subjects, dispatchers will enter subjects' names and dates of birth (DOB's) and driver's license number, if given, in the associated CAD incident or as officer notes if the request is informational.
  - 2.1.1 If the query system is down, dispatchers will complete a "local warrant check" by calling Santa Cruz Sheriff's Records or the San Benito county jail.
- 2.2 Dispatchers will advise requesting units of warrant check return information as soon as possible, including any delays
  - 2.2.1 If subjects return clear (Code 4), dispatchers will notify the field units immediately. If the warrant check was by a DL number only dispatchers will verbalize the subjects name and DOB as verification, along with the return.

- 2.2.2 If subjects return wanted (Code 6), dispatchers will immediately ask the primary unit if they are “clear for info”.
    - 2.2.2.1 Not until the primary unit says they are clear for info will the dispatcher broadcast return information.
  - 2.2.3 Dispatchers will advise units that subjects are either “Code 6M” (misdemeanor warrant) or “Code 6F” (felony warrant), including the reason for the warrant.
  - 2.2.4 Dispatchers will ensure units immediately acknowledge Code 6 returns.
    - 2.2.4.1 If the unit does not acknowledge the information, dispatchers will immediately dispatch a cover unit and notify the field supervisor.
  - 2.2.5 Field units can request any further information or request a warrant abstract when it is safe for them to do so.
  - 2.2.6 Dispatchers will confirm warrants with the originating agency as soon as possible and determine if that agency will extradite.
  - 2.2.7 Note the results of the warrant check on the CAD dispatch incident.
- 2.3 If field units affect arrests based on warrant returns and request that warrants be “abstracted”, dispatchers will have originating agencies send warrant abstracts to the Santa Cruz or San Benito County Jail and the arresting agency’s Records section.
- 2.3.1 If an originating agency can only send an abstract to one location, dispatchers will have it sent to the jail.
  - 2.3.2 If field units release subjects on their “own recognizance” (OR) with a citation, dispatchers may abstract the warrant, as requested by the law enforcement agency.