




# City of Manassas Police Department General Duty Manual



Effective Date: 03-22-2006	<b>GENERAL ORDER</b>	Number: 06-09
Subject: Warrant Control		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input type="checkbox"/> Reviewed: 07-26-2014 General Order 6-9 Dated: 10-31-2000		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 74.1.1/ 74.1.2/ 74.1.3/ 74.3.2	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 5

## PURPOSE:

To establish policy and procedures governing warrant control for warrants coming into and going out of the Department.

## POLICY:

A warrant may be initiated through this jurisdiction, or initiated by and received from an outside jurisdiction. All warrants must be received and recorded by the Records Section.

## DISCUSSION:

This directive uses the terminology “warrants” for the sake of simplicity. However, “warrants” shall be inclusive of all legally issued court documents directing an officer to arrest or summon an individual.

Warrant control is a function of the Records Section.

## PROCEDURE:

### I. Warrants initiated by the Department

- A. Warrants initiated in this jurisdiction.
  1. Warrants obtained by a Department officer are delivered to the Records Section for processing unless service is made within the officer’s tour of duty.
- B. Warrants initiated from other jurisdictions.
  1. Warrants obtained through the mail or courier from other jurisdictions are screened and entered into the Department’s warrant system by the Records Section.
    - a. In the event that an officer serves a warrant that does not have an accompanying coversheet (attached by the Records Section), the serving officer is responsible for making a copy of the warrant and forwarding it to the Records Section.
- C. The service of all criminal and civil process documents is to be executed by sworn officers (including Auxiliary officers) only.

### II. Entering Notices in Regional, State and Federal Information Systems

- A. Virginia Criminal Information Network (VCIN).
  1. When service is not completed immediately following issue, all felony and selected misdemeanor warrants obtained by members of the Department are entered into VCIN by the Public Safety Communications Center (PSCC) if the mandatory entry fields are available.
  2. Officers who have applied for and received a warrant from the Magistrate are responsible for completing a Teletype Entry Request Form, and forwarding the form to the PSCC. PSCC then enters the information into VCIN, and advising the Records Section of the entry. Officers have the statutory responsibility to cause the VCIN entry of a felony warrant no later than 72 hours after the receipt of the warrant.
  3. The Records Section causes the VCIN entry of citizen-obtained warrants as appropriate.

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4. The minimum required data entry fields for VCIN are:
    - a. Name.
    - b. Sex.
    - c. Race.
    - d. Date of Birth.
    - e. Height.
    - f. Weight.
    - g. Hair Color.
    - h. Offense.
    - i. Date of Warrant.
    - j. Case Number.
    - k. Date of emancipation is required for juvenile criminal entries.
  5. Additional data entry fields for VCIN include:
    - a. Place of Birth.
    - b. Date of Entry.
    - c. Eye Color.
    - d. FBI Number.
    - e. Skin.
    - f. Scars, Marks, Tattoos.
    - g. Fingerprint Classification.
    - h. Miscellaneous Numbers.
    - i. Social Security Number.
    - j. Operators License Number, State, Year.
    - k. Miscellaneous.
    - l. Tag Number of Vehicle Owner.
    - m. Vehicle Identification Number.
    - n. Vehicle Year, Make, Model, Style, Color
  6. Extradition does not have to be approved by the Commonwealth's Attorney in order to enter warrant data into VCIN.
  7. A warrant that is entered by this Department into VCIN must not be mailed to another jurisdiction for service.
- B. National Criminal Information Center (NCIC).
1. If extradition is desired, authorization from the Commonwealth's Attorney is necessary before entry is made into NCIC.
  2. A warrant that is entered by this Department into NCIC must not be mailed to another jurisdiction for service.
  3. Mandatory data entry fields must be available in order to enter the warrant into NCIC.
  4. The minimum required data entry fields for NCIC are:
    - a. Name.
    - b. Sex.
    - c. Race.
    - d. Date of Birth.
    - e. Height.
    - f. Weight.
    - g. Hair Color.
    - h. Offense.
    - i. Date of Warrant.
    - j. Case Number.
    - k. Date of emancipation is required for juvenile criminal entries.

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5. Additional data entry fields include:
  - a. Place of Birth.
  - b. Date of Entry.
  - c. Eye Color.
  - d. FBI Number.
  - e. Skin.
  - f. Scars, Marks, Tattoos.
  - g. Fingerprint Classification.
  - h. Miscellaneous Numbers.
  - i. Social Security Number.
  - j. Operators License Number, State, Year.
  - k. Miscellaneous.
  - l. Tag Number of Vehicle Owner.
  - m. Vehicle Identification Number.
  - n. Vehicle Year, Make, Model, Style, Color.

### III. Recording and Maintaining Warrant Files

- A. When an officer or the department receives a warrant, it is forwarded to the Records Section for processing, i.e. the entry of all pertinent data (See Section III d of this General Order) into the Warrant File and the creation of a Warrant Cover Sheet.
- B. When a warrant is received from another agency (i.e., the warrant was not obtained by a Department member or is delivered by a Sheriff's Deputy), the warrant is forwarded to the Records Section for processing (described above).
- C. The Records Section maintains a computerized list of all warrants obtained by department members or in the Department's possession for service. For purposes of this General Order, the term "warrants" includes:
  1. Felony and misdemeanor warrants. (Criminal)
  2. Misdemeanor Summonses (Criminal)
  3. Emergency Custody Orders (Civil)
  4. Temporary Detention Orders (Civil)
  5. Emergency Protective Orders and Preliminary Protective Orders (Civil)
  6. Permanent Protective Orders (Civil)
  7. Juvenile Detention Orders (Criminal)
  8. Juvenile Shelter Care Orders (Criminal or Civil)
  9. Bench Warrants (Criminal)
- D. The Records Section enters into the Warrant Module of the department's records systems the following information for each warrant:
  1. Date and time the warrant was received
  2. Type of legal process and nature of the warrant using one of the categories in Section III B of this General Order
  3. Agency or Court that is the source of the warrant
  4. Name of plaintiff/complainant and/or name of defendant/respondent
  5. Date(s) service was attempted/executed
  6. Court Docket or Warrant Specific number
  7. Date service is due (where applicable)
- E. A Warrant Cover Sheet is added to all warrants received by the Records Section, and completed by the serving officer. The Cover Sheet includes at a minimum the following elements:
  1. Name/Unit #/Employee # of officer attempting/executing service
  2. Date and time that warrant is logged out for service attempt
  3. Date and time service was attempted/executed
  4. Name of person on whom the warrant was executed
  5. Method of service or reason for non-service
  6. Address of service or where service was attempted

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- 7. Notes which generally includes information obtained about the defendant/respondent's location, identity or method of service attempt
- F. When an officer "signs out" a warrant for service, he must complete all applicable fields on the Warrant Control Log and the Warrant Cover Sheet.
- G. The Records Section maintains an up-to-date listing of all warrants checked out by officers for service attempts/execution on the Warrant Control Log.
- H. In the event that a CCRE or Summons is not completed subsequent to the warrant's execution, the officer completes a Supplemental Arrest Information Form to ensure the capture of all necessary data.

**IV. Withdraw / Recall of Warrants**

- A. Warrants are occasionally recalled or withdrawn by the court, issuing magistrate, City Attorney or the Commonwealth's Attorney.
- B. The Records Section is the primary section notified when such action is taken. Any other member receiving recall information shall refer the caller to the Records Section immediately.
- C. The Records Section member receiving the information is responsible for immediately taking action to recall the service of the warrant. The recall procedure includes:
  - 1. The recall information is documented.
  - 2. In all cases an immediate check is made to determine whether the subject was entered into VCIN or NCIC as a wanted person. In the event that the subject was entered into either system, he is to be immediately removed by a PSCC member.
  - 3. The coversheet showing that the VCIN / NCIC check was made, and if applicable, that the wanted person was removed from the system, is completed by the serving officer and forwarded to the "Warrant Served" box located in the Records Office. .

**V. Verifying Warrant Information**

- A. No officer should arrest an individual based on an existing warrant until:
  - 1. A check has been made to verify that the warrant is in fact on file for the individual and that the actual warrant is readily available for service.
  - 2. Officers and members of the Public Safety Communications Center have 24-hour access to the electronic and the physical warrant files to verify the warrant, its status, location and identifying information for the accused.
  - 3. If a warrant is physically located with another agency, a teletype message readily available from the originating agency may be used as a detainer by this Department until receipt of the actual warrant.
  - 4. Copies are made of all warrants mailed by the Records Section to another jurisdiction.
  - 5. Copies of all warrants FAXed to another agency should be forwarded to the Records Section, indicating the date, time, serving agency and the serving officer's name.
- B. A radio message verifying the existence and accessibility of an outstanding warrant is sufficient cause for an arrest to be made.
- C. A mere "hit" on NCIC or VCIN is not sufficient cause for an arrest to be made.
- D. The arresting officer is responsible for the verification of physical description and other identifying characteristics to ensure the proper identification of persons arrested on a warrant.

**VI. Purging of Warrants**

- A. Warrants must be purged pursuant to the Code of Virginia Section 19.76.1. The Records Supervisor is responsible for the preparation of the quarterly report required by this Code Section The report lists the following:
  - 1. All felony warrants that have not been executed within 7 years of the issue date.
  - 2. All misdemeanor warrants, summonses and capiases that have not been executed within 3 years from the date of issue.
- B. The report is forwarded with the affected warrants, summonses and capiases to the Commonwealth's Attorney for action.

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- C. Unexecuted warrants may be purged earlier than specified in Section A, above, if it has been determined that successful prosecution can not be achieved due to a lack of complainants, witnesses, evidence or based on other legal concerns. In these cases:
1. All felony and any misdemeanor, or summonses obtained under the Code of Virginia are forwarded to the Commonwealth's Attorney, with accompanying letterhead explaining the reason for the requested purge.
  2. All misdemeanor warrants, summonses or capiases obtained under City Code are forwarded to the Commonwealth's Attorney, with accompanying letterhead explaining the reason for the requested purge.

Attachments: "A", Legal References

Index as:  
 Civil Process  
 Criminal Process  
 NCIC/VCIN entry  
 Warrant Control.  
 Warrant Cover Sheet  
 Warrant Purging.