

WARRANT COVER SHEET DISBURSEMENT/RESPONSIBILITY

Directive: **6.37**

A. Disbursement

1. Warrant cover sheet disbursement will be governed by the following guidelines:
 - a. Maintenance of a warrant file will be the responsibility of the Communications Center. The Communication Center will maintain the original warrant, and will issue warrant cover sheets.
 - b. The Data Clerk assigned to the Communications Center will sort warrant cover sheets, on a daily basis, in the following manner:
 - (1) felony warrants/capiases to Criminal Investigations Division,
 - (2) traffic related warrants/capiases to Traffic Division,
 - (3) vice related warrants/capiases to Vice Squad,
 - (4) juvenile warrants/capiases to Community Services Division,
 - (5) all remaining warrants/capiases to the Watch Commander.
 - c. Division commanders will ensure that a representative of their division responds to the Data Center, during the day shift, on days their division is working to collect their cover sheets.
 - d. Distribution of warrant cover sheets within the division will be directed by the Division Commander.
 - e. Assigned Officers will be responsible for warrant cover sheets in the following manner:

(1) Warrant cover sheets will be maintained by the officer for no longer than [REDACTED]

(a) During these [REDACTED] the officer must attempt service of the warrant, and obtain a disposition, [REDACTED].

(b) Dispositions will be written on the back of the cover sheet.

(2) At the end of the [REDACTED], warrant cover sheets will be returned to the Data Center via the officer's immediate supervisor..

(3) In complying with the requirements of section "e" as listed above, officers shall exercise diligence and prudence in serving warrants.

B. Responsibility

1. Warrant Service

a. The following procedures shall govern the times and conditions for warrant attempts:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- b. Officers will check on whether or not a warrant is still active before attempting to serve it.
 - c. Supervisors will monitor their subordinates performance in serving warrants.
 - d. When necessary, Division Commanders, and/or the Watch Commander, will assign a Warrant Service Unit to assist in the service of active and backlogged warrants.
2. Warrants signed by members of investigative or specialized units will be served by those respective units subject to limitations outlined in section "(B)-1a".