

Annapolis Police Department



GENERAL ORDER

Number: C.27

**Issue Date: July
2008**

TO: All Personnel

SUBJECT: Warrant Service

PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the distribution and service of arrest warrants.

POLICY

It shall be the policy of the Annapolis Police Department to serve arrest warrants in a safe and efficient manner.

DEFINITIONS

1. **Arrest Warrant** - A written command, issued in the name of the State, signed by a Judge or Court Commissioner, designating the charge(s) brought against the accused and directing an officer to arrest the person named in the document.
- 2.. **Violent Felony Warrant** - Any felony warrant which, includes but is not limited to; abduction, assault in the first degree, arson, carjacking and armed carjacking, child abuse kidnapping, manslaughter, murder, attempted murder, rape (in any degree), robbery and attempted robbery, sexual offenses (in any degree), possession of a handgun and the use of a handgun in the commission of a crime of violence.
3. **Attempt Service** - An effort to achieve service of a warrant.

I. **Communications Section Responsibility**

- A. The Communications Supervisor or his/her designee will enter and remove warrants from NCIC (National Crime Information Computer) in accordance with established procedure.

- B. Police Communications Operators when requested, will submit an individual's information to NCIC to check for outstanding warrants for that person.

II. Records Section Responsibility

- A. The Records supervisor or his/her designee will ensure that the warrants are still valid.
- B. The Records supervisor or his/her designee will ensure to separate the violent warrants (as defined in definitions) from the other arrest warrants.
- C. Warrants will be placed into a post "warrant folder". The "warrant folder" will include but not be limited to a warrant cover sheet, copy of the face sheet of the warrant and photograph (if available).
- D. Each week the Records supervisor or his/her designee will collect the warrant folders and remove any warrants that indicate three attempts for service on the warrant cover sheet. Warrants that are left in the folder will be checked to ensure they are still valid. Warrants will be added and removed as needed. Once the warrant folders are updated, the folders will be turned over to the duty platoon supervisor who will then give them out to the post officers.
- E. Any new warrants that are received during the week will be given to the Platoon supervisors for distribution to the appropriate post officer for service.
- F. Copies of warrants that are violent in nature (as defined in definitions) will be given to the Flex Unit for service.
- G. Each week the Records supervisor or his/her designee will submit a weekly report to the Commander of the Administrative Services Division indicating the number of warrants served for the week and the number of new warrants that were entered into the computer system and how many new warrants were distributed to each unit.

III. Operations/Special Operations Responsibility

- A. Platoon supervisors will:
 - 1. When practical distribute the warrant folders after roll call and prior to the post officer leaving for their assigned post. When this is not possible, the platoon supervisor will ensure the post officer receives the warrant folder as soon as possible. Distribute new warrants to the appropriate post officer.
 - 2. Ensure officers on the early and midnight shifts make attempts to serve . warrants. When practical, officers on the evening shift may also attempt service.
 - 3. Collect the warrant folders at the end of the officers tour of duty. Inspect the

warrants and remove those warrants that have three service attempts, indicate a bad address, or indicate the suspect is in jail. Those warrants that are removed are to be forwarded to the Records Section.

4. Indicate the number of misdemeanor warrants attempted and served, the number of felony warrants attempted and served on the weekly report which will then be forwarded to the Commander of the Operations Division or his/her designee.
- B. The Commander of the Operations Division or his/her designee will indicate by Platoon/Unit, the number of misdemeanor warrants attempted and served and the number of felony warrants attempted and served on the monthly report.
- C. Officers will:
1. Serve warrants/ attempt to serve warrants from the warrant folder during the early and midnight shift. On the evening shift attempts shall be made during periods of time when there are a relatively low number of calls for service or at the discretion of the Platoon supervisor.
 2. The officer will indicate on the warrant cover sheet results of any attempts, their initials, date and time and any other information which may be of value in locating the defendant. During attempts officers should gather as much information as possible in order to help locate the defendant. This includes but is not limited to checking with neighbors, the Motor Vehicle Administration, etc.
 3. Indicate the number of misdemeanor warrants attempted and served, and felony warrants attempted and served on their Daily Activity Reports.
 4. At the end of your tour of duty, deliver your warrant folder to your supervisor for inspection. Note delivery on your Daily Activity Report.
- D. Flex Unit responsibilities
1. Serve assigned violent felony warrants (as defined in definitions).
 2. Flex officers will indicate on the warrant cover sheet results of any attempts, their initials, date and time and any other information which may be of value in locating the defendant.
 3. Flex officers will be required to indicate the number of misdemeanor warrants attempted and served, and felony warrants attempted and served on their Daily Activity Reports. After three attempts or an indication that the listed address is not correct or the suspect is in jail the warrant should be returned to the Records Section.
 4. Flex supervisor(s) will indicate the number of misdemeanor warrants

attempted and served, and felony warrants attempted and served on the weekly report which will then be forwarded to the Commander of the Special Operations Division or his/her designee.

- 5. The Commander of the Special Operations Division or his/her designee will indicate the number of misdemeanor warrants attempted and served, and felony warrants attempted and served on the monthly report.

IV. Other Actions

- A. Nothing in this policy prohibits officers from serving or attempting to serve a warrant(s) they applied for and received as a result of their investigation. Once the officer has received the warrant the Records Section should be notified (if the warrant was received during normal business hours) in order for the warrant to be entered in the computer system. The original warrant will stay with the Records Section, with a copy given to the officer. If the warrant is received after nonbusiness hours and is not served, the warrant should be forwarded to the Records Section on the next business day.
- B. Nothing in this policy prohibits officers from conducting wanted checks and serving outstanding warrants once they are confirmed by Communications.

Michael A. Pristoop
Chief of Police

References
1. Accreditation Standards: None

Revision: This is a new General Order