



WRITTEN DIRECTIVE	No. FO16-1702	Page: 1 of 2
Subject: WARRANT SERVICE PROCEDURE	Effective Date:	01-13-16
	Supersedes/ Amends:	FO11-1702
	Reference:	



I. Purpose

The purpose of this directive is to establish and define the duties and responsibilities of officers serving warrants.

II. Policy

It shall be the policy of the Field Operations Bureau that warrants of arrest will be served in a coordinated, efficient manner.

III. Procedure

A. METHODS OF SERVICE

1. Warrants may be served by any sworn officer who comes into contact with a wanted person:
 - a. Officers will confirm the existence of the warrant before making an arrest.
 - b. Persons will be under investigative detention until the status of the warrant is determined.
2. Officers may attempt service of active warrants:
 - a. as part of their normal patrol duties, and/or
 - b. in collaboration with officers from other divisions or assignments

B. TRACKING OF WARRANTS

1. Warrants will not be taken out of the Information Desk Office without the knowledge of the Information Desk officer.
2. Warrants will be signed out by the officer intending to attempt service.
3. Officers will return unserved warrants to the Information Desk by the end of their duty tour.

4. If the warrant is served, it is the responsibility of the serving officer to notify Information Desk personnel in a timely manner and prior to the end of their duty tour, so that:
 - a. RMS records can be updated, and
 - b. the warrant can be deleted from VCIN/NCIC.

C. UPDATING WARRANT INFORMATION

1. It is the responsibility of the officer attempting warrant service to update information on the defendant to include:
 - a. change of address,
 - b. place of employment, and
 - c. personal identifying descriptors such as:
 - 1) date of birth,
 - 2) social security #,
 - 3) scars, marks, or tattoos, or
 - 4) other identifying descriptors.
2. Any updated information should be placed on the warrant jacket.

Original Signed

Major K.T. Swisher, Deputy Chief
Field Operations Bureau

January 13, 2016

Date