

	POLICY & PROCEDURE	SERIES # 1416	PAGE 1 OF 4
	SUBJECT		EFFECTIVE DATE
	WARRANT SERVICE		02/07/05
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #1416 dated 2/20/03		
		OVERSIGHT Support Services	

I. PURPOSE:

The purpose of this policy is to establish a procedure for the disposition of warrants that come into the possession of the Police Division.

II. POLICY:

The Hampton Police Division shall maintain an accurate information base and filing system whereby warrant and wanted person information may be readily available to operational personnel. The Police Warrant Section shall be responsible for ensuring that all available and necessary means are employed for the service of outstanding warrants.

III. PROCEDURE:

A. Warrants:

1. When a warrant is received from the magistrate, it is processed by a warrant clerk. All warrants are given a number. This number and other pertinent information including charge, date of offense and the complainant's name is entered into the Division's computerized warrant file (the Pistol 2000 Records Management System). When applicable, warrants are placed on VCIN and NCIC.
2. A warrant letter will be mailed when appropriate. Exceptions to warrant mailing may include but not be limited to: domestic situations, life threatening situations with weapons involved, or in those instances where the suspect may flee the jurisdiction.
3. Warrants are assigned to warrant officers by districts.
4. All attempts to serve as well as final disposition, will be documented on disposition forms inside the warrant. Final dispositions will be entered in the computer file.
5. All unexecuted warrants will be purged within the time limit and manner as prescribed by state law.

APPROVED:
CHIEF OF POLICE



6. When the officer obtains a warrant it will be their responsibility to see that the case number is affixed to the warrant. They will also make every effort to obtain identifiers needed in Procedure, Outstanding Warrants, Number 1 of this policy.
7. When warrants with case numbers are served, the arresting officer will submit an addendum on the arrest and forward it to the Case Quality Control Unit for case file updating.
8. When a warrant is served as a summons, the executed copy of the warrant/summons and the disposition form shall be completed and turned in to the Warrants basket at the Information Center counter at the end of the serving officers shift.

B. Outstanding Warrants:

1. When an outstanding arrest warrant is received at Headquarters from the Magistrate, it is processed by a warrant clerk for immediate service. The warrant(s) are given to a warrant officer or detective as soon as the warrant information has been entered into the Division's computerized warrant file. A warrant case number is assigned and the warrant is placed on VCIN or NCIC, depending upon the nature of charges. For NCIC, the Commonwealth Attorney's Office must approve for extradition. The following minimal identifiers must be provided: Complete Name (to include aliases), Race, Sex, Height, Weight, Hair color, Offense code, date of warrant, case number (IBR), and extradition limitations. There also has to be minimally one numeric identifier available such as DOB, FBI number, military number, Social Security number, drivers license number, license plate number or VIN number with vehicle description.
2. Prior to turning a felony warrant in to Records for NCIC/VCIN entry, the officer obtaining the warrant will complete section "A" of the Review of Pending Arrest form (extradition information) and attach it with the warrant(s).
3. When an outstanding warrant is received from the Magistrate with information that the subject(s) are attempting to flee the jurisdiction, an officer may attempt warrant service immediately without processing the warrant through Records. If the attempt fails, the warrant must be then processed through Records to be placed on the computer.
4. When necessary for other jurisdiction to attempt service on in-file felony warrants, the following procedure will be followed:
 - a. If an address outside Hampton is known and it is not practical for our investigating officer to try to serve the warrant, a facsimile (FAX) can be sent to that jurisdiction, preferably to a named recipient.
 - b. Should an officer outside Hampton locate or wish to attempt

service on a suspect, we will send them a FAX of the warrant along with relevant information.

- c. The facsimile copy will be attached to the original warrant and forwarded to the Courts as previously established.

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D. Procedure for Filing Warrants:

- 1. The Division’s computerized warrant file is maintained for availability of warrant service information and easy access to felony or misdemeanor warrants by Communications Section personnel.
- 2. When all the warrant information is available, the warrant will be placed on VCIN and NCIC when applicable.

E. Warrant/Wanted Persons File:

- 1. Information shall be entered into the VCIN and NCIC Systems in accordance with regional, state and federal guidelines. Generally, the following criteria will serve as a basis for entering information into these systems:

VCIN/NCIC – Individuals for whom a felony or serious misdemeanor warrant is outstanding may also be entered. Before an entry into the NCIC System is made a determination must be made by the Commonwealth’s Attorney that extradition will be authorized for the individual. All Felonies are entered in VCIN/NCIC specifying:

- a. Full extradition
- b. Limited extradition
- c. Extradition – surrounding states only
- d. No extradition
- e. Pending extradition (suspect already in custody and is awaiting extradition back to our agency)

2. As information is received from other jurisdictions it will be filed in the in/out teletype book. This reference book shall contain all teletypes which have been directed to the Division, any area or region encompassing the Division and all outgoing notices. The reference book shall be maintained by the Information Center. Teletypes shall be filed in the book for a minimum of 30 days or longer as necessary. Records also maintains an in-coming/out-going message reference book.
3. In the event a hit is made on the VCIN or NCIC Systems, an effort shall be immediately made to verify the information by making an inquiry to the originating agency.
4. It shall be the responsibility of the Warrant Section or Communications Section, whichever the case may be, to clear warrant/wanted person information from the appropriate system once arrest and service has been made. In order to support this process, investigating officers shall make every effort to notify the Warrant Section/Communications Section when the arrest is made.
5. If an arrest of a suspect wanted in Hampton is made in another jurisdiction, a FAX of the warrant will be sent to the other jurisdiction along with the hit confirmation. If an officer or detective wishes a warrant to be served in another jurisdiction, a FAX with a designated recipient will be sent to the agency making the attempt. When the suspect is returned to Hampton, the FAX copy will be attached to the other copies of the warrant and forwarded to the Court in the usual manner.

Felony warrants **will not** be mailed to other jurisdictions for service. If a suspect is wanted in Hampton but will not be released to our jail immediately, a detainer will be placed on said subject by the warrants office or Information Center if after hours. If necessary, a FAX of one of our warrants can be sent to the other jurisdiction. Multiple warrants for a particular suspect will be filed and remain together – they will not be separated.

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Redaction Log

Total Number of Redactions in Document: 1

Redaction Reasons by Page

Page	Reason	Description	Occurrences
3	INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	1

Redaction Log

Redaction Reasons by Exemption

Reason	Description	Pages (Count)
INVEST TECHNIQUES	The identity of a victim witness or undercover officer and/or investigative techniques and procedures has been redacted pursuant to Va. Code §2.2-3706(B)(10).	3(1)