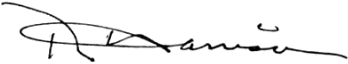


# TEXARKANA POLICE DEPARTMENT GENERAL ORDERS MANUAL

<b>SUBJECT</b>	<b>Warrant Maintenance</b>		
<b>NUMBER</b>	<b>1109.09</b>	<b>EFFECTIVE DATE</b>	<b>July 20, 2017</b>
<b>Scheduled Review Date</b>	<b>August 30, 2018</b>	<b>ISSUE DATE</b>	<b>July 20, 2017</b>
<b>Date Reviewed</b>	<b>July 20, 2017</b>	<b>REVISION DATE</b>	<b>July 20, 2017</b>
<b>APPROVED BY</b>		<b>ALEAP Standards</b>	9.08; 9.09

I. Purpose and Scope

- A. The purpose of this policy is to regulate the maintenance, entry and removal of warrants in local, state and federal databases. This policy also requires warrant validation requirements pursuant to requests from ACIC.

II. Policy

- A. It shall be the policy of the Texarkana Police Department that Central Records and Communications (CRC) will maintain all arrest warrants in a secure location.
- B. All arrest warrants will be maintained, entered in the appropriate database, removed from the appropriate database and periodically validated pursuant to the quality control standards in place within CRC and validation mandates received from ACIC as well as validation requests received from the particular court that maintains authority of the warrant(s) on-file.
- C. All personnel shall recognize and adhere to the guidelines contained within this policy.

III. Procedures [ALEAP 9.08; 9.09](#)

A. Entry of Warrants

1. As commissioned officers of the department obtain arrest warrants for defendants pursuant to police investigations, or as warrants are issued by the Texarkana Arkansas District Court or certain warrants issued from the Miller County Circuit Court, all such warrants shall be forwarded to the Central Records and Communications (CRC) for entry.
2. All misdemeanor warrants issued from the Texarkana Arkansas District Court shall be entered into the local warrant database pursuant to the quality control standards and operational mandates maintained within CRC.
3. Once received in CRC, all felony warrants shall be entered into the local warrant database as well as the ACIC/NCIC maintained database. Appropriate extradition information will accompany all warrant entries. All extradition limitations will originate from the CID commander, or his designee, and/or the court maintaining issuing authority.

B. Warrant Confirmation

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1. When a commissioned officer checks for warrants on a suspect, the dispatcher will notify the officer that a possible warrant has been located.
2. The dispatcher will begin the warrant confirmation protocol in place within CRC that involves the dispatcher's request to a record's clerk to search for and obtain the paper copy of the warrant which is entered into the electronic database.
3. The dispatcher is responsible for verifying the correct name, date of birth and any other identifiers or characteristics that work to collectively ensure the information available to the officer in the field matches the information obtained from the paper copy of the warrant. The officer in the field is responsible to confirm the suspect's identity and shall assume all responsibility regarding the decision to effect an arrest.
4. If the officer makes an arrest based on the information contained in the warrant, the dispatcher is responsible to remove the warrant from the appropriate database. Once the warrant has been removed from the database, the paper copy of the warrant is sent to the front window of CRC where the arresting officer will sign a receipt for the warrant, complete the warrant's return and attach the warrant to the arrest paperwork.
5. The removal of the warrant from the local database is the responsibility of the personnel assigned to the data entry section within CRC. The warrant log shall be reviewed by records personnel each morning, and the data entry clerk assigned will remove the warrant(s) from the local database to ensure appropriate purging of these warrants is appropriately maintained. Data entry personnel will also ensure that all felony warrants have been appropriately removed from ACIC/NCIC.

C. Storage of Warrants

1. All warrants shall be stored in alphabetical order to facilitate ready retrieval by CRC personnel. All warrants will be stored in a secure area in a manner that renders the warrants available only to those personnel requiring access.
  - (a) All juvenile warrants shall at all times be stored in a separate location within CRC.

D. Warrant Audits

1. All warrants maintained with CRC shall remain on file until such time as they are served or recalled by the issuing authority. CRC personnel shall respond to all requests for appropriate warrant recall requests and any other inspection or audit received from the applicable warrant issuing authority.
2. In accordance with the mandates received from ACIC, CRC personnel shall complete all required Warrant Validation Reports on a schedule determined by ACIC.

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