# 5-07/110.05 - User's Responsibilities

All warrant inquiries shall be made via the Countywide Warrant System (CWS).

In order to utilize the system to its fullest, jailers or JDIC operators shall:

- Perform a name inquiry of the Countywide Warrant System (CWS), Wanted Persons System (WPS) and National Crime Information Center (NCIC), including all also known as (AKAs); and
- Any hits on AKAs that match the suspect shall be listed on the Additional Charges and Holds Record (SHâ€“CRâ€“435).

The Records and Identification Bureau shall:

- Process all hard copy superior court warrants received that contain adequate information into the CWS;
- Process bail posted messages received from out-of-county agencies;
- Transmit LASD abstracts to agencies outside the county that indicate RIB, Fugitive Detail, or any Sheriff's station/unit/bureau as the filing agency;
- Forward unassigned warrant notices to assigned Sheriff's stations or other law enforcement entities for service; and
- Perform necessary functions for all warrants recalled by courts.

A manual search of superior court warrants will not be initiated unless specific information is received from the requestor that a subject has an outstanding warrant that is not entered into CWS.