5-07/110.55 - Warrant Service Procedure

When a warrant is issued, CWS sends a notice to the filing agency, the assigned and the geocoded agency. (Refer to section 5â€‘07/130.00.)

Units that are designated as the filing/assigned agency shall:

- Provide a copy of the notice to the investigating deputy, who will add officer hazards and AKAs, if applicable;
- Ensure that the warrant is entered into NCIC, if applicable;
- Carry out warrant service; and
- Maintain the case for prosecution (i.e., evidence, availability of victims, witnesses, etc.).

The investigating unit is responsible for maintaining a file of the active warrants until each warrant is served or recalled. The unit shall:

- Designate a member of the unit the responsibility for maintaining the warrant file system;
- Audit each active warrant case file every six months. If the case is no longer prosecutable, the investigator or another unit member shall contact the concerned court for the warrant's recall;
- Attempt service at least once every ninety days to ensure due diligence. The unit may request the assistance of the Major Crimes Bureau to assist them with the service of a warrant; however, this does not relieve the unit of due diligence responsibilities; and
- Update the investigative information segment (JDIC WANT5 format) after each attempt at service.

It is the responsibility of the unit's division to audit each unit's warrant file during the unit's yearly bureau inspection.

Warrants can be recalled at any time; therefore, service should not be attempted from a warrant notice alone. Its validity shall be checked in CWS just prior to service.

Units designated only as the geocoded agency shall:

- Post a copy of the warrant notice for officer safety/information, when applicable; and
- Update investigative information segment (JDIC WANT5 format) after each attempt at service.

Warrant service is optional for the geocoded agency, unless they are also the filing or assigned agency.