Chapter 15 - Warrants, Warrant Recalls and Body Attachments

It is the individual bailiff's responsibility to make certain the court clerk has supplied complete and accurate identification information for warrants in order to ensure prompt input into the CWS System and the ability to interface with the WPS (Wanted Persons System and the NCIC (National Criminal Information Center) System. This will assist other law enforcement officers in obtaining complete and sometimes life threatening information in a timely manner. Bailiffs shall check all warrants and recalls before delivering them to their branch supervisor's office in order to ensure that all information is as complete, accurate, and legible as possible. Complete information also eliminates unnecessary delay in the arrest of individuals with arrest warrants or the unnecessary detention of an individual with a warrant that has been recalled. Thus, ensuring less legal and financial ramifications.

It is imperative that warrants, warrant recalls, and body attachments are not held until the end of the day. They shall be handled in the most expedient manner possible. This will enable the bailiff and/or supervisor to address any issues that may arise, during court hours.

For additional information refer to CSDM, 3-15/000.10 - PRE-TCIS and Juvenile Warrant Recall Procedures and 3-15/000.15 - Juvenile Warrants / Hot Warrants / Body Attachment Procedures and 3-15/010.00 Forthwith Bench Warrants

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• 3-15/000.10 - PRE-TCIS and Juvenile Warrant Recall Procedures

Procedure for Pre-TCIS (Trial Court Information System, prior to 1988) and Juvenile Warrant Recalls:

Deputy Responsibilities:

- Deputy obtains a pre-TCIS or juvenile warrant recall(s) from the clerk of the court:
  - Check recall for complete and readable information:

    Recall(s):

    - ïƒ¼ Department number
    - ïƒ¼ Case number
    - ïƒ¼ Date issued
    - ïƒ¼ Defendant’s name
    - ïƒ¼ Defendant’s date of birth
    - ïƒ¼ Recall date
    - ïƒ¼ Reason for recall
    - ïƒ¼ Signatures
    - ïƒ¼ Deputy ïƒ¼
    - ïƒ¼ Clerk
    - Inquire of the clerk if there is a California Information Index (CII) or a Juvenile Automated Index (JAI) number attached to the warrant that is

being recalled. If so, note it on the warrant recall as follows: (CII #: for adults and JAI #: for juveniles)

- Deputy recalling the warrant shall sign the recall(s) and list their employee number.
- Upon the earliest opportunity, the deputy shall call Records and Identification Bureau's (RIB) County Warrant System (CWS) to recall the warrant at (562) 345-4457. The deputy shall remain on the phone while the clerk verifies the warrant information and confirms that the warrant has been successfully recalled. The clerk is required to write the name and employee number of the deputy calling in the recall.
- Obtain the name and employee number of the CWS clerk verifying the warrant recall success.

  Note the CWS employee's name, employee number, as well as the date and time on the back of the original document.

- Fax the copy of the Warrant Recall Transmittal to: CWS (562) 345-4417 or 4418 by the end of your shift.
- Make a copy of the recall slip (front and back) and transmittal. The original warrant recall and the original transmittal will be mailed via county mail to RIB Attention: CWS at 12440 East Imperial Highway, Suite 400-West, Norwalk CA 90650. The copy of both the warrant and transmittal will be maintained in the branch office.

• 3-15/000.15 - Juvenile Warrants / Hot Warrants / Body Attachment Procedures

Deputy Responsibilities:

- Deputy obtains juvenile warrant, "hot" warrant, or body attachment from the clerk of the court.
- Review the juvenile warrant, the hot warrant or body attachment for complete and readable information:

  Warrants /Body Attachments:

  - Defendant's Name
  - Case Number
  - CII Number for Adults and JAI Number for Juveniles
  - Date Complaint Filed
  - Authority
  - Date Warrant Issued
  - Department Number
  - Judge
  - Clerk
  - Charge

- Defendant's Address
- Defendant's Date of Birth, Age, Weight, Height, Hair, Eyes, Race, Sex, Scars, Marks, Tattoos
- Investigating Agency
- Investigating Unit
- Investigator(s)
- Probation Officer
- Area
- NCIC Number (If Possible)
- Bailiff's Signature and Employee Number

- Inquire with the clerk if there is a California Information Index (CII) number attached to the warrant(s) or body attachment(s). If so, note it on the document as follows: (CII #: for adults and JAI #: for juveniles).
- Deputy must sign the warrant or body attachment.

JUVENILE WARRANTS / BODY ATTACHMENTS

- Juvenile warrants / body attachments need to be written on a transmittal.
- Fax the juvenile warrant or body attachment transmittal to County Warrant System (CWS) at: (562) 345-4417 or 4418
- Place the original warrant and the original warrant transmittal in the county mail to Records and Identification Bureau (RIB) Attention: CWS at: 12440 East Imperial Highway, Suite 400-West, Norwalk CA 90650. The copy of both will be maintained in the branch office.

HOT WARRANTS

- "HOT WARRANT" must be written across the top of the original warrant.
- Fax a copy of the Hot Warrant and Transmittal to CWS at: (562) 345-4417 or 4418.
- After faxing the warrant and transmittal to CWS, the deputy needs to call CWS at (562) 345-4457 to obtain the name and employee number of the CWS clerk verifying the warrant has been successfully received, is readable, complete, and able to be entered into the system successfully.
- Note the name and employee number of the CWS employee, as well as, the date and time on the back of the original document.
- Make a copy of the warrant and transmittal. The original hot warrant(s) and the original transmittal will be mailed via county mail to RIB Attention: CWS at: 12440 East Imperial Highway, Suite 400-West, Norwalk CA 90650. The copy of both will be maintained in the branch office.

• 3-15/010.00 - Forthwith Bench Warrants

On occasion, the court will request (order) that the bailiff make the service of a warrant immediately (forthwith).

When this situation occurs, the bailiff shall immediately notify the Branch Supervisor. Court Services Division (CSD) Headquarters will contact the Court's Security Director and a determination will be made as to the appropriate way to handle each individual Forthwith Bench Warrant. Any deviation from this procedure requires the permission of the Bureau Commander. If it is determined that no forthwith action will be taken on the warrant, the bailiff will then proceed with the "Priority Warrant" procedure, which is as follows:

- Write "faxed to CWS" on the bottom of the original warrant.
- Fax the warrant to County Warrant System (CWS) at (562) 345-4417 or 4418.
- Call CWS (562) 345-4457 to verify they have received the fax. Obtain the name and employee number of the CWS clerk verifying receipt of the faxed document.
- Note the name, employee number, date and time on the back of the original document.
- Mail the original warrant to Record and Identification Bureau (RIB) Attention: CWS at: 12440 East Imperial Highway, Suite 400-West, Norwalk CA 90650.
- Follow all normal procedures involving the recall process, when the warrant is recalled.