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.