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.