

## **Metrolink Bureau Unit Order 610-17 Due Diligence Warrant Service**

**Los Angeles County Sheriff's Department**

**METROLINK BUREAU**

**Unit Order:** 610-17

**Effective Date:** 10-10-06

**Revision Date:** 10-01-13

**Annual Review:** 10-01-16

**Subject:** DUE DILIGENCE WARRANT SERVICE

**Reference:** MPP 5-07/110.55, 5-07/060.15, 5-03/170.05, 5-09/465, 5-09/465.50,  
and 5-07/060.5

### **PURPOSE OF ORDER:**

The purpose of this Unit Order is to establish procedures for deputy personnel assisting with Due Diligence warrant service.

### **SCOPE OF ORDER:**

This order shall apply to all sworn personnel assigned to Metrolink Bureau assisting with Due Diligence warrant service. The service of these warrants shall not interfere with normal operation of the Bureau. To facilitate this order, the following system has been implemented.

**ORDER:**

RESPONSIBILITIES

The Detective Bureau Sergeant shall be tasked with this collateral. The Detective Bureau shall maintain a file of all warrants provided and/or served. This file shall be kept in the Detective Bureau office for ready reference (refer to MPP 5-07/110.55).

Each sheriff's station is responsible for attempting service, **at least once every ninety days**, on their arrest warrants. HOW SERVICE IS ATTEMPTED AND BY WHOM, IS THE STATION'S OWN POLICY. (LASD Newsletter #2 Records and Identification Bureau).

Only two categories always constitute "Due Diligence". These categories are "**DOOR KNOCK**" and "**COURTESY LETTER'S**" (LASD Newsletter #2, Records and Identification Bureau).

When the Metrolink Bureau receives the Due Diligence Warning Report, the report shall be given to the detectives. The detectives will determine if the service attempt should be by "Door Knock" or "Courtesy Letter". This determination will be based on the location's distance from the Metrolink patrol areas.

In the event it is decided to have the service attempt by "Door Knock" the detectives will send a copy of the warrant to the appropriate Metrolink Bureau field office. The Field Sergeant shall assign the service attempt to a patrol unit. Prior to any arrest warrant service, a complete check shall be made of the individual who is named in the warrant by the handling deputy. One Deputy patrol unit will not serve a warrant without the assistance of at least one additional patrol unit. A two Deputy patrol unit can, depending on the information and circumstances presented, decide to serve a warrant without further deputy personal present. Deputies shall also adhere to Search/Arrest Warrant procedures as outlined in MMP 5-07/060.15, 5-03/170.05, 5-09/465 and

5-09/465.50

PROCEDURES FOR SERVICE OF DUE DILIGENCE ARREST WARRANTS

Misdemeanor warrants shall not be served between 2200 hours and 0600 hours, unless the warrant is endorsed for Night Service, or the arrest is made in a public place.

If the subject is present, the patrol deputies can:

- Arrest
- CWS policy and procedures does not provide for citing a warrant subject in the field. If a cite is issued, ENSURE THAT THE ABSTRACT IS IMMEDIATELY REMOVED from the system.

The results of the attempt will be noted on the form provided (a copy of the WANT5 page) and returned to the detectives. The detective will up-date their records and forward the WANT5 form to the professional staff, who will up-date the WANT5 field in CWS.

Warrants for individuals living outside the area may be served with the prior approval

of the appropriate shift field Sergeant. When serving arrest warrants outside the Metrolink Bureau's area, personnel shall follow procedures as set forth in MPP sections

5-07/060.5 and 5-09/480.00.

In the event it is determined that the location is too far from the Metrolink Bureau patrol area, the Detectives shall write, and send, a "Courtesy Letter". After the letter is sent, the detectives will up-date their records and forward the WANT5 form to the professional staff who will up-date the WANT5 field in CWS.

In the event an Out-of -County agency request that we serve a warrant for them, procedures in MPP section 5-07/060.5 shall be followed, in addition to all other procedures.

The Detective Sergeant shall determine if the “Leads Exhausted” field should be filed out on the WANT5 return form, before it is sent to the professional staff.

We must remember that the arrest of a suspect is never more important than the safety of department personnel and non-involved citizens. **Whenever the situation escalates beyond the ability of the on-scene personnel, the arrest warrant operation shall be abandoned.**

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