

5-12/002.00 Disputed Warrant Investigation

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the investigation and processing of disputed warrants at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

Whenever it is brought to the attention of an IRC employee that a warrant placed on an inmate may not belong to that particular inmate, the employee shall immediately contact the First Floor Sergeant. The First Floor Sergeant shall have the inmate complete an inmate complaint form and initiate a disputed warrant investigation, and direct an employee to complete a "Disputed Warrant Verification Form." For additional information on how to complete a "Disputed Warrant Verification Form," refer to Manual of Policy and Procedures (MPP) section 5-07/110.60, "Procedures When Subject Not Person named in Warrant."

The First Floor Sergeant shall coordinate his/her investigation and findings with the IRC Records Watch Deputy for final disposition of the documents found in the inmate's record jacket and in the Countywide Warrant System (CWS). All Warrant Information Sheets (WIS) and Warrant Abstracts (WA) shall be stamped with the Warrant Verification Stamp at the time the inmate is being served, in order to certify they have acknowledged the warrant service.

Custody personnel assigned to IRC who are presented with an inmate booked as a Statewide Booking (at IRC Booking Rear), who is served with a WIS/WA and claims he/she is not the subject named on the document(s), shall also follow the above noted guidelines.

FIRST FLOOR SERGEANT PROCEDURES

Anytime a "Disputed Warrant Verification Form" is initiated, the First Floor Sergeant shall have the inmate complete an Inmate Request Form (SH-J-437), which will be handled as an *urgent matter*. The disposition noted on the Inmate Request Form (SH-J-437) will contain the date and time the investigation was initiated, the outcome of the disputed warrant, the date and time the investigation was completed, and the name of the sergeant completing the investigation. The Inmate Request Form (SH-J-437), along with the "Disputed Warrant Verification Form," will be forwarded to IRC Records for entry into the Custody Automated Reporting and Tracking System (CARTS).

If the First Floor Sergeant determines the inmate in question is not the person named on the warrant, the First Floor Sergeant shall contact the on-duty Watch Commander or Records Lieutenant, who may authorize the release of the warrant. The Watch Commander will assume responsibility of final and complete oversight of the investigation and warrant determination.

If a determination as to the identity of the subject named on the warrant cannot be determined, the First Floor Sergeant will coordinate with the IRC Records Watch Deputy to ensure the case is scheduled for court at the earliest possible time.

RECEIVING AREA PROCEDURES

Custody Records Clerks presented with an arrest accompanied by a warrant shall stamp the WIS/WA with the approved Warrant Verification Stamp and will have the booking officer serve the inmate with the WIS/WA, in order to receive the inmate's acknowledgement that they are the person named on the warrant.

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT BOOKINGS

If the inmate disputes the warrant and the booking officer is a Los Angeles County Sheriff's Department (LASD) employee, they shall be required to complete a "Disputed Warrant Verification Form." The form shall be signed by the First Floor Sergeant prior to accepting the booking. If there is not sufficient evidence to support the warrant booking, the inmate will be declined and the final disposition will be handled by respective station personnel.

OUTSIDE AGENCY BOOKINGS

If the booking is from an outside agency, the booking officer will still be required to have the inmate acknowledge they are the subject named on the document(s). If the inmate disputes the warrant, the outside agency officer shall complete the "Disputed Warrant Verification Form" for final approval by the on-duty Watch Commander. Alternatively, they may complete their own agency's disputed warrant form. However, this may only be done with the concurrence of the on-duty IRC Watch Commander. The IRC Watch Commander must approve the findings prior to accepting the booking.

All WIS/WA documents shall be stamped with the Warrant Verification Stamp at the time the inmate is being served, in order to certify they have acknowledged the warrant service.

Pursuant to ***Penal Code Section 816a***, upon service of the summons (WIS/WA), a copy of the summons shall be delivered to the subject.
