

## 1-8 Felony Warrants Management Guidelines

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF DEPARTMENT**

Bureau Order Number: **1-8**

Subject: **FELONY WARRANT MANAGEMENT GUIDELINES**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

### **I. POLICY**

#### SCOPE

Narcotics Bureau crews are responsible for serving felony narcotics warrants issued as a result of crew initiated cases. Crews are responsible for tracking and updating the status of their arrest warrants. Additionally, each crew is responsible for complying with due diligence requirements.

In general, narcotics crews are not required to serve bench warrants that arise out of patrol-initiated narcotics arrests. Crews, however, shall coordinate with station personnel to serve warrants resulting from arrests by field operations deputies.

#### GUIDELINES

Crew supervisors shall be responsible for utilizing a warrant tracker file system for tracking arrest warrants. Moreover, crew supervisors shall ensure that case investigators and crew secretaries are utilizing the Countywide Warrant System (CWS), tracking due diligence requirements and for recording dates of service or attempted service of warrants.

At the time of filing for non-custody defendants, all felony warrants authorized for issue by the filing Deputy District Attorney are automatically placed into CWS by the court clerk. This automatically generates an entry to the California Department of Justice's Wanted Persons System (WPS) which in turn enters the warrant into the National Crime Information Center (NCIC). The following information is automatically placed in the miscellaneous field; "No extradition outside California" (NO EX OUTSIDE CA).

After the warrant is entered into CWS/WPS /NCIC via the court clerk, the filing investigator should review the warrant for accuracy. If the investigator believes that the suspect fits the criteria for extradition, the statement "NO EX OUTSIDE CA" should be removed via JDIC. Current guidelines for extradition can be obtained from Major

Crimes Bureau, Fugitive Detail. The Fugitive Detail distributes a list of outstanding

Warrants, which are entered into NCIC as extraditable each month. The Narcotics

Bureau Headquarters staff shall be responsible for NCIC validation of extraditable warrants as needed.

#### WARRANTS MANAGEMENT GUIDELINES

Case investigators shall be responsible for filling out the Initial Case Filing form (see attachment) and for submitting the form with the case filing package. Once approved by the filing Deputy D.A., the case filing package will be given to the court clerk's office for subsequent entry into CWS.

When a felony arrest warrant is issued by the court, a tracker file shall be instituted for tracking due diligence requirements. This tickler file shall be reviewed during semi-annual inspections. Crews shall attempt to serve arrest warrants within the first thirty days after issuance by the court; thereafter, a good-faith attempt at service

shall be made at least once every ninety days. CWS shall be updated to reflect the attempted service date and time. Crew supervisors shall pay particular attention to identifying those warrants that are invalid (for whatever reasons) and for initiating requests through the courts to quash the invalid or stale warrants. CWS shall be updated accordingly. Zone Lieutenants shall review crew warrant files to ensure conformity with due diligence guidelines during semi-annual inspections.

**ORIGINAL SIGNED**

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LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

Court Case #

**COUNTYWIDE WARRANT SYSTEM**

**INITIAL CASE FILING FORM**

**MUST PRINT OR TYPE**

**LEAVE BLANK IF INFORMATION IS UNKNOWN**

**CONSOLIDATED BOOKING (AJIS) AGENCIES NEED ONLY**

**COMPLETE SHADED AREAS (IF KNOWN ON IN-CUSTODY CASES)**

(Filing Name) First \_\_\_\_\_ Mid \_\_\_\_\_ Last \_\_\_\_\_ Sfx \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip \_\_\_\_\_ State \_\_\_\_\_

DOB \_\_\_\_\_ Sex \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_ Hgt \_\_\_\_\_ Wgt \_\_\_\_\_ Race \_\_\_\_\_

ID#s \_\_\_\_\_ OLN \_\_\_\_\_ St \_\_\_\_\_ LPD \_\_\_\_\_

MAIN \_\_\_\_\_ SSN \_\_\_\_\_

VLN \_\_\_\_\_ St \_\_\_\_\_ CII \_\_\_\_\_

Narcotics Bureau Unit Orders : 1-8 Felony Warrants Management Guidelines

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BKG \_\_\_\_\_ Other#s \_\_\_\_\_ FBI \_\_\_\_\_

CIT \_\_\_\_\_

OCA \_\_\_\_\_

LCN \_\_\_\_\_

AKA First \_\_\_\_\_ Mid \_\_\_\_\_ Last \_\_\_\_\_ Sfx \_\_\_\_\_

LEA \_\_\_\_\_ LioCity \_\_\_\_\_

Inv Name/Unit \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

Filing Charge(s) \_\_\_\_\_

Arrest Charge(s) \_\_\_\_\_

Date of Arrest \_\_\_\_\_

(Arrest Name) First \_\_\_\_\_ Mid \_\_\_\_\_ Last \_\_\_\_\_ Sfx \_\_\_\_\_

LEGEND

- Arrest Name - Name used in booking
- Filing Name - Name used for case filing
- Sfx - Example: Jr., Sr., III, etc.
- DOB - Date of Birth (this information is required - if unknown, use 02/30 and approximate year of birth)
- OLN - Operator's/Driver's License Number (Do not use N.I.P., None, etc.)
- ST - State - 2 characters only
- LPD - Originating case number/D.R. #/File number (For LASD personnel - the LPD is truncated URN) (Maximum of 10 alphanumeric characters)
- MAIN - The master automated index number is a LASD issued criminal history number allowing access and identification of a subject's arrest trailer file in the Personal History Index (PHI) - mandatory for felony filings.
- SSN - Social Security Number
- VLN - Vehicle License Number (do not use N.I.P., none, etc.)

CI/SID - A number assigned by the State Department of Justice to automated and manual criminal history records

BKG - Booking number (Maximum of 9 alphanumeric characters)

Other#s:

FBI - FBI number

CIT - Citation number (Maximum of 8 alphanumeric characters)

OCA - Number recorded on fingerprint card in space "Your No. OCA"  
(Maximum of 10 alphanumeric characters)

LCN - Local Court Number (used by Malibu Court) (Maximum of 10 alphanumeric characters)

LEA - Law Enforcement Agency - this is your consolidated booking (AJIS) arresting agency code

Inv Name/

Unit - Investigator's name and unit of assignment

Phone - Investiga

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