

SUPPORT SERVICES

LEGAL PROCESS OF WARRANTS

Purpose: This policy directive aims to establish a departmental policy for issuing, processing, and serving warrants.

Policy Statement: It is the policy of the North Little Rock Police Department to process and serve all outstanding warrants issued by judicial authorities.

Summary of Changes:

Procedure:

1. Records

- 1.1 It will be the responsibility of the Warrant Clerk to maintain all warrants issued through the North Little Rock District Courts, criminal or civil, and record the following: [CALEA 74.1.1a, b, c, d, e, f, g, h, and i respectively]
- 1.1.1 Date and time received;
 - 1.1.2 Type of legal process, criminal or civil;
 - 1.1.3 Nature of the document;
 - 1.1.4 Source of the document;
 - 1.1.5 Name of the complainant, plaintiff, defendant, or respondent;
 - 1.1.6 Officer assigned for service (if any);
 - 1.1.7 Date of assignment;
 - 1.1.8 Court docket number;
 - 1.1.9 Date service due (if any).

2. Serving or Attempting to Serve Warrants

- 2.1 The procedure for serving or attempting to serve a warrant will include, but may not be limited to, noting the following on the warrant: [CALEA 74.1.2, a, b, c, d, e respectively]
- 2.1.1 Date and time of service or attempt;
 - 2.1.2 Name of officer or officers serving or attempting to serve;
 - 2.1.3 Name of person on whom legal process was served;
 - 2.1.4 Method of service or reason for non-service;
 - 2.1.5 Address of service attempt.
- 2.2 Only the original warrant will be served. Warrants marked "copy" will not be served.
- 2.3 When an attempt to serve a warrant is unsuccessful, the officer should leave a business card at the door of the address attempted and record the date and time and place their initials on the warrant.
- 2.4 Upon serving the warrant, the officer will complete an Arrest Disposition Report (ADR).

3. Maintaining Warrant Files

- 3.1 Warrants issued through the North Little Rock District Court system will be maintained in the Support Service Division Records Unit.
- 3.2 The Warrant Clerk is responsible for accurate and up-to-date maintenance of the department's warrants.
- 3.3 The Warrant Clerk or designee will initial and date the warrants as they are received from the courts.
- 3.4 The warrant is entered into the department's computer system by the Warrant Clerk and given to a Community Service Assistant (CSA) to enter into the NCIC system. [CALEA 74.1.3c]
- 3.4.1 Warrants will be entered into NCIC as soon as possible, but no later than 72-hours from the time of issuance. [CALEA 74.1.3a]
 - 3.4.2 As much information is known will be included on the wanted person's entry into NCIC. The CSA will enter this information into the appropriate place or in the miscellaneous field.
 - 3.4.3 The CSA will also include the conditions under which custody will be taken of a wanted person in the NCIC entry.

- 3.4.4 The Chief of Police or designee will determine the area wanted persons apprehended within the State of Arkansas will be extradited.
- 3.4.5 The area subjects will be transported to North Little Rock from out of the State of Arkansas will be determined by the Prosecuting Attorney's Office.
- 3.4.6 Information regarding wanted persons will be updated in the Records Management System (RMS) available for distribution to agency personnel. [CALEA 74.1.3e]
- 3.5 All warrants entered into the NCIC computer system will be stamped with the entry stamp, and the entering member will record their name and ID number on the line provided. In addition, the printout from the entry transaction will be attached to the warrant.
- 3.6 After entry, another member will verify the information on the printout with the information on the warrant and sign on the verification line. [CALEA 74.1.3d]
- 3.7 If a "hit" is received from another jurisdiction, information as to whether or not the person will be taken into custody by the department will be provided. [CALEA 74.1.3b]
 - 3.7.1 Per ACIC/NCIC rules and procedures, a response to a "hit" must be sent to the sending agency within 10 minutes of the hit being received by the terminal. [74.1.3b]
- 3.8 All North Little Rock warrants served will be immediately deleted from NCIC and marked as served in the department's computer system. [CALEA 74.1.3f]
 - 3.8.1 Served warrants that have been deleted from the department's computer will be placed in the Warrant Clerk's basket located in the front desk area.
 - 3.8.2 The CSA will be responsible for deleting the warrant from NCIC as soon as possible.
 - 3.8.3 The member clearing the warrant from the NCIC terminal will place their name, the date, and the deletion time on the appropriate lines of the NCIC stamp on the original warrant.
 - 3.8.4 Another member will verify the deletion of the warrant and sign in the space provided on the NCIC stamp located on the original warrant.
- 3.9 The Warrant Clerk is responsible for forwarding served warrants back to the courts by placing the served warrants in the appropriate court's basket.
- 3.10 CSAs will have 24-hour access to warrants. [CALEA 74.1.3g]

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