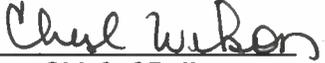


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015		<i>Amended Date</i>	<i>Directive</i> 9.02.1
<i>Subject</i> Warrant Maintenance			
<i>Reference</i>		<i>Approved</i>  Chief of Police	
<i>Distribution</i> All Personnel City Manager City Attorney	<i>TPCA Best Practices Recognition Program Reference</i> 9.01; 9.08	<i>Review Date</i>	<i>Pages</i> 4

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this order is to provide Communications Division personnel with guidelines for the maintenance, entry, confirmation, removal and auditing of warrants issued by the City of Lancaster Municipal Court.

SECTION 2 POLICY

The Communications Division of the department operates twenty-four (24) hours per day, seven (7) days per week and serves as the primary point of contact for the confirmation of class C misdemeanor warrants issued by the City of Lancaster Municipal Court. (TPCA 9.01)

SECTION 3 DEFINITIONS

- A. **NCIC:** National Crime Information Center
- B. **Regional Database:** warrant database maintained by Dallas Police Department that allows local agencies to enter active class C warrants so that they may be viewed by participating agencies in the region.
- C. **Temporary Felony Warrant:** may be entered in NCIC when a law enforcement agency needs to take prompt action to apprehend a person who has committed, or an officer has reasonable grounds to believe has committed, a felony. A temporary felony warrant is active in NCIC for up to forty-eight (48) hours or until the entry is cancelled, modified to a permanent entry, or cleared due to arrest of the individual.
- D. **TCIC:** Texas Crime Information Center

SECTION 4 PROCEDURES

- A. **MAINTENANCE** (TPCA 9.08)

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1. The Communications Division will comply with all TCIC/NCIC requirements for warrant maintenance, entry, removal and auditing.
 2. The Communications Division houses the original of all class C misdemeanor warrants originating from the City of Lancaster Municipal Court.
 3. All warrants are maintained in the file cabinets located in the Communications Center. Warrants are filed in alphabetical order of the wanted person's last name first. (TPCA 9.08a)
 4. Only authorized personnel have access to class C misdemeanor warrant files.
- B. ENTRY (TPCA 9.08b, 9.08c)**
1. Class C Misdemeanor Warrants
 - a. The Communications Division is responsible for entry of all class C misdemeanor warrants into the regional database.
 - b. Communications Division personnel will follow applicable NCIC/TCIC guidelines with entry of class C misdemeanor warrants into the regional database.
 - c. Once a warrant is entered into the regional database, it will be filed accordingly in appropriate file cabinet.
 2. Temporary Felony Warrants
 - a. The Communications Division is responsible for entry of all temporary felony warrants into NCIC/TCIC.
 - b. Communications Division personnel will follow applicable NCIC/TCIC guidelines for entry of qualifying temporary felony warrants. A copy of the entry and warrant(s) should be left in the Quality Control tray to be examined by a supervisor.
- C. CONFIRMATION (TPCA 9.08d)**
1. Class C Misdemeanor Warrants
 - a. When a class C misdemeanor warrant confirmation is requested by an officer or another law enforcement agency, Communications Division personnel will attempt to locate the original warrant(s) in the warrant file.
 - b. Upon location of the original warrant(s), Communications Division personnel may verbally confirm the presence of the warrant(s) and provide any identifying information such as driver's license, other identifying number or physical descriptors to ensure the individual in custody is the same individual listed on the warrant(s). Whenever possible, a second identifier should be used in conjunction with name, race, sex and date of birth.
 - c. Once an arrest is made, Communications Division personnel will immediately:

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- i. clear the wanted person entry from the regional database; (TPCA 9.08c)
- ii. send a teletype to the appropriate agency listing the wanted subject's name, race, sex and date of birth, all warrant numbers, charges, and bonds or fines, and court appearance date or information;
- iii. Communications Division personnel will not confirm any warrants without physically locating the original copies;
- iv. communications will place all warrant conformations in to the warrant log

2. Temporary Felony Warrants

- a. When a temporary felony warrant confirmation is requested by an officer or another law enforcement agency, Communications Division personnel will attempt to locate the original copy of the warrant.
- b. Upon location of the original warrant(s), Communications Division personnel may verbally confirm the presence of the warrant(s) and provide any identifying information such as driver's license, other identifying number or physical descriptors to ensure the individual in custody is the same individual listed on the warrant(s). Whenever possible, a second identifier should be used in conjunction with name, race/sex, and date of birth.
- c. Once an arrest is made, Communications Division personnel will immediately:
 - i. clear the wanted person entry from NCIC;
 - ii. send a teletype to the appropriate agency listing the wanted subject's name, race, sex and date of birth, all warrant numbers, charges, and bonds or fines;
 - iii. Communications Division personnel will not confirm any warrants without physically locating the original copies.

3. Other Agency Warrant(s)

- a. When a Lancaster officer requests confirmation on a person(s) wanted out of another agency, Communications Division personnel will:
 - i. Contact the entering agency via telephone or teletype to gain confirmation of the warrant(s). Regional database hits and NCIC/TCIC hits from Dallas County may be confirmed via telephone. All other NCIC/TCIC hits should be confirmed using the Hit Confirmation Request Form (MKE: YQ).
 - ii. Upon receipt of verbal or written confirmation, place a LOCATE on the hit in the appropriate database and advise confirming agency to send written confirmation via teletype to Lancaster Police Department.

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D. REMOVAL (TPCA 9.08d)

1. Class C Misdemeanor Warrants

- a. Class C misdemeanor warrants will be immediately removed from the regional database upon confirmation, notification of invalidity or entry error, or at the request of the municipal court (i.e. defendant pays fines directly to court).
- b. For clearance of warrants due to invalidity, entry error or request from Municipal Court, the original copy of warrant(s) will be removed from the warrant drawer as well.
- c. A class C misdemeanor warrant that is removed for any reason will be returned back to the Municipal Court.

2. Temporary Felony Warrants

- a. Temporary felony warrants will be immediately removed from NCIC/TCIC upon confirmation, notification of invalidity or entry error or at the request of the appropriate Administration, Information and Intelligence Unit or Criminal Investigations personnel.

E. AUDITING (TPCA 9.08e)

1. To ensure the integrity of the warrant file, the Communications Division will conduct audits as required by TCIC/NCIC.
2. Communications personnel will coordinate with Municipal Court personnel to conduct an annual audit of all warrants on file to ensure their validity. Any warrants found to be inaccurate or invalid will be immediately modified or removed from TCIC/NCIC.

F. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.