

Appendix 4B

Training Memo: Receiving and Processing Warrants in Domestic Violence Crimes

Procedures for receiving and checking in warrants

1. All criminal court warrants are entered by the Second Judicial District. Warrant information automatically integrates into the JW (Just Windows) “Warrant Browse” screen.
2. In adherence with BCA/FBI guidelines and security policy, all felonies are entered into NCIC within 72 hours (3 days).
3. Felony warrants are placed into NCIC regardless of extradition approval.
4. Unless notified of special circumstances, staff does not process warrants until the paper copy is received in the warrant office. These notifications maybe made by other law enforcement agencies, the city attorney, the court, a victim advocate, or others.
5. Special circumstances may include the dangerousness of the defendant and/or knowledge of the defendant’s whereabouts.
6. The Family Violence Unit of the St. Paul Police Department may alert the warrant division to high-risk misdemeanors and gross misdemeanors.
7. Prior to processing, paper warrants are available to the apprehension unit for review. If a judge has signed the warrant, the apprehension unit or other law enforcement can choose to work the warrant
8. Staff place newly received warrants on the counter for the apprehension unit to review and sign out. Apprehension unit deputies place their names on the warrants in red ink.
9. Units other than the apprehension team can choose to work these warrants and must sign out the warrants as well.
10. No original warrants leave the office.
11. Warrant staff completing jail paperwork note when a suspect has been apprehended by a law enforcement agency and promptly notify the deputy who is working that warrant
12. Warrants are received by early afternoon and are checked in by the afternoon (3–11) shift staff, who enter the date and time in the warrant screen. This starts the clock running for entry into NCIC.
13. Warrant staff enters the name of the deputy who will be working the warrant. This allows deputies to be notified when the person they are looking for is apprehended by someone else.

14. Warrants that have been checked in are placed in a sorter alphabetically and are ready for processing.
15. As mandated by FBI policy, priority for processing is given first to felonies, the gross misdemeanors, and finally, misdemeanors.

Warrant processing procedures

Warrant staff will process warrants using the following procedures.

Obtaining suspect information

1. Create warrant jacket to hold all printouts of defendant information. Use yellow jackets for misdemeanors or gross misdemeanors and pink jackets for felonies.
2. Obtain mug shot and print.
3. If mug shot is unavailable, run driver's license information and print. Save as date and time validation for BCA/FBI.
4. Run and print vehicles if license is on the warrant. Save as validation.
5. Run criminal history (QH), including adult, juvenile, FBI, and suspense records. Print adult, NCIC, and juvenile records as needed. Save as validation.
6. Check Statewide Supervisory and DOC websites for "in-custody" information on inmates in DOC and county facilities. Print if necessary.
7. Query name in JW. Go to master name (print screen).
8. Compare information from adult FBI records to JW master name. Highlight and add to master name all information from BCA not already entered. Check for the following information:
 - Name
 - Address (zip included). Verify the address by checking it on the USPS.com "ZIP plus 4" website. Document address information in the comments portion of the master name.
 - DOB
 - Race
 - Sex
 - Social security numbers
 - Height
 - Weight
 - Hair color
 - Eye color
 - Citizenship
 - Use caution (diabetic, armed and dangerous, etc).

- FBI number
 - SID number (entered as OA #)
 - Scars, marks, and tattoos. Enter this info in the comments portion of the master name, initial it, and indicate that the information was obtained from BCA/CCH.
 - Fingerprint classification
 - Alias information
 - i. Alias names (all variations of name)
 - ii. Alias DOB's
 - iii. Alias Social Security numbers
 - iv. Alias driver's license numbers
9. Printouts are to be kept as part of the warrant jacket information for 2 years after the clearance of the warrant. Keep a copy of both the criminal history and master name in the jacket. The FBI/BCA will use this information on random checks and in full audits.
10. Warrants which have no criminal history need a JW master name printout in the jacket. Add the information from the master name to the MNJIS hit.
11. A new BCA criminal history must be done each time a new warrant is issued.
12. Warrant information will be validated yearly and updated as time allows.

Confirming warrant information

1. Check the electronic information obtained against the paper warrant:
- Warrant number
 - Status (active/cleared)
 - Warrant date
 - Offense date
 - Warrant type
 - Local case number
 - Citation number (if applicable)
 - Judge
 - Signed by judge
 - Received
 - Received date
 - Bail/fine amount
 - Bail type
 - Court required
 - Night capped
 - Charge level
 - Charges (offenses)

- City of violation
2. Print warrant label from master name.
 3. Prepare defendant letter if misdemeanor other than domestic assault, requesting that defendant turn him/herself in. Domestic assaults, felonies, and gross misdemeanors are prepared after the apprehension unit reviews warrant. This allows them to look for the defendant without prior notification. Felonies and gross misdemeanors are done after the unit reviews the warrant.
 4. Prepare apprehension letter if applicable. This letter is sent to defendant's county of residence when he/she has an out-of-county address in Minnesota; it requests apprehension assistance from that county.
 5. Enter warrant into law enforcement computer MNJIS/NCIC.
 6. The BCA returns a score based on all the identifiers entered into the record that create a match or "hit." This score must be 85% or higher for the warrant to be considered a reliable match. If the score is under 85%, more identifiers need to be checked.
 7. All felonies are entered into both MNJIS (BCA "hot files") and NCIC.
 8. All gross misdemeanors and misdemeanors are entered into MNJIS only. If the city attorney agrees to extradite, some gross misdemeanors may be entered in NCIC.
 9. Enter information into MNJIS/NCIC. This information is contained in the training memo that accompanies this policy.
 10. Place confirmation numbers in tracking.
 11. When the warrant has been processed, confirm "process completed" by clicking on the tracking tab. Click on yes. The date, time and user will be filled in.
 12. Print copy of warrant information entered MNJIS/NCIC hits.
 13. Fill in jacket with process information and initial.

Final review

1. Place completed warrant in proofreading bin.

2. The clerk who completes the second-party check clicks on the tracking tab to confirm that proofreading has been completed. The date, time, and name of proofreader will be filled in.
3. The warrant then goes to the apprehension team box. The apprehension team reviews the warrant and determines whether to work it.

Warrant service

1. Priority for serving warrants will be determined by the goals of maintaining public safety and preventing imminent harm to individuals/the community. Serving warrants for crimes against persons will be prioritized over warrants for property crimes and felonies will be prioritized over misdemeanors.
2. Deputies who serve warrants to defendants in the presence of the victim will give him/her the victim information card.
3. Warrants for offenders who cannot be located after a reasonable amount of time and effort are periodically reviewed as time and personnel permit. Priority for follow-up is given to warrants for violent offenders.
4. When new information becomes available (for example, from advocacy programs, victims, the police, the courts, probation, or the public) new attempts are made to locate defendants as time and resources permit
5. Warrants for high-priority offenders who despite the apprehension unit's best efforts cannot be located should be turned over to the Fugitive Task Forces of the U.S. Marshal Service or the FBI.