

## 12.260 WARRANTS FOR ADULTS: SERVICE AND RECORDING

### **Reference:**

Procedure 12.555, Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders

Procedure 12.900, Processing Juvenile Offenders

### **Purpose:**

Establish a uniform system for handling warrants throughout the Police Department.

Identify the warrant service responsibilities of police districts/sections/units receiving warrants for service.

### **Policy:**

District/section/unit commanders will continually review and evaluate the warrant load of the unit and ensure the load remains at a manageable level.

The Police Department utilizes Record Management System (RMS) to track the status of warrants.

### **Procedure:**

#### A. Recording Warrants

1. Hamilton County Central Warrants Processing Unit (CWPU) prepares and forwards warrants as follows:
  - a. Misdemeanor, Domestic Violence, Felony 4 and Felony 5 warrants will be forwarded to the appropriate unit based upon the defendant's address.
  - b. Felony 1, Felony 2, and Felony 3 warrants will be forwarded to the Southern Ohio Fugitive Apprehension Strike Team (SOFASST).
2. CWPU will prepare warrants with the name, address, date processed, warrant number, charge, bond (if any), date of offense, and assigned district.
3. Warrants sent to the wrong district/section/unit should be forwarded to the correct district/section/unit through interdepartmental mail.

- a. Form 481, Cincinnati Police Warrant Transfer, will be completed in duplicate.
    - 1) The original will remain with the transferring unit.
    - 2) The copy will be forwarded with the warrant.
  4. Units will immediately enter warrants into RMS.
    - a. Felony warrants will be assigned to the police officer who signed the warrant.
    - b. Misdemeanor warrants will be assigned to the beat officer who signed the warrant or who is assigned to the beat of the defendant's last known address.
    - c. City warrants for county residents will be assigned to the unit warrant officer.
    - d. An Open Warrant List will be printed and distributed on a daily basis to all district/section/unit personnel after warrant assignments are made.
      - 1) A list of capiases issued on the previous court date will also be attached.
  5. Record information relative to a warrant on the Open Warrants List.
  6. Process warrants for persons held at the Hamilton County Justice Center or other correctional facilities through CWPU.
    - a. When the serving officer learns of the incarceration, the officer will contact CWPU for further instructions.
- B. Serving Warrants
1. Service areas for warrants
    - a. Criminal warrants issued for City of Cincinnati cases by the judiciary are the responsibility of the Cincinnati Police Department. The service areas for Hamilton County follow U.S. Postal zones. The following zones will serve as boundaries outside the City limits:

- 1) Service areas for District Two: 45230, 36, 42, 43, 44, 55 and parts of 45111 (Camp Dennison), 45140 (Loveland) and 45174 (Terrace Park) within Hamilton County.
  - 2) Service areas for District Three: 45211, 33, 38, 48 and parts of 45001 (Addyston), 45002 (Cleves), 45030 (Harrison), 45033 (Hooven), 45041 (Miamitown), 45051 (Mt. St. Joseph) and 45052 (North Bend) within Hamilton County.
  - 3) Service areas for District Four: 45212, 15, 16, 17, 37, 41, and 46 within Hamilton County.
  - 4) Service areas for District Five: 45218, 24, 31, 39, 40, and 47 within Hamilton County.
2. Record all information obtained about the wanted person on a Form 311, Incident Closure Report, and return to the warrant officer for entry into RMS.
  3. If the warrant can be served at an address different than the one listed, the police officer will complete a Form 481 and forward it to the correct district/section/unit.
  4. Units will attempt to serve the warrants within a 30 day period.
    - a. Do not return "Unable to Serve" within the 30 day period when there is an indication the subject lives at the listed address.
      - 1) In multiple-unit dwellings, at least two persons, identified by name, must verify the subject does not live at that address.
      - 2) Contact the manager or owner of the dwelling for verification and possible forwarding address.
    - b. If the wanted person moved or is not known to reside at the stated address, check the City Directory, Telephone Directory, Regional Crime Information Center (RCIC) system and the Internet ([www.courtclerk.org](http://www.courtclerk.org), etc.) for possible new addresses.
    - c. If no information is secured by these means, request the post office branch serving the area furnish a forwarding address.
      - 1) Use a Form 675P, Address Information Request, to contact the post office.

- d. Canvass the neighborhood for information concerning wanted persons (neighbors, store clerks, postal workers, etc.).
- e. If there are children of school age in the wanted person's family, contact the Cincinnati Public School's Student Information System (Phone: 363-0380) for the student's current address.
  - 1) For this purpose, provide the full name of the child, birth date or age, and the names of both parents.
- f. Explore the possibility of a transposition of street numbers or the chance the named street might be in a neighboring community.
- g. When returning a warrant "Unable to Serve", officers will note on the Open Warrants List the reason for this and forward the warrant to the warrant officer for entry into RMS.
  - 1) The unit will note the information in RMS.