

Bernalillo County Sheriff's Department
* Rules and Regulations *

Effective date: May 22, 2012

334 WARRANTS SECTION

The Department shall receive, file and maintain all state Court Warrants for Bernalillo County. The Warrants Section is available for inquiries 24 hours a day, and can provide information on all warrants and Domestic Violence Orders on request.

RULES AND PROCEDURES:

334-1 WARRANTS

- A. The information recovered from the Warrants Section is of a confidential nature and is to be used by duly commissioned law enforcement officers only. It is incumbent upon warrants staff to take necessary precautions to prevent any unauthorized operation. Warrants staff will generate an inquiry only upon the request of a commissioned law enforcement officer.
 - 1. For purposes of this Section, bona fide local bonding companies are recognized as performing a law enforcement function and are authorized to limited information from the Warrants Section.
 - a. The Warrants Section will maintain a current list of all local bonding companies and their main office telephone numbers.
 - b. Bonding companies and their employed agents may request confirmation of the status of an Arrest Warrant.
 - c. Confirmation of Arrest Warrants will only be authorized from the bonding company main office, and will only be given by return phone call to the company main office.
 - d. Information of any Arrest Warrant will be limited to the status of the warrant only; information regarding charges, bond amount or any other information contained in the warrant will not be given or provided.
- B. All operators will be completely familiar with all security regulations as published in the NMLETS, NLETS, NMCIC and NCIC manuals regarding the operation of the terminals in the Data Room.
- C. All sworn personnel of the Department, regardless of assignment, are required to adhere to these security regulations and will not generate any inquiries to the Data Room except for bonafide criminal justice use. Information generated from systems within the Data Room will not be disseminated to any person not authorized to receive it.
- D. When a request for verification is made by an individual deputy/officer by telephone, the requestor will be informed to make their request through their Department's Communications

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Center. A return call will be made to the law enforcement agency's Communications Center to verify and ensure the requestor's validity.

- E. If a Deputy has made an arrest on the basis of information received from the Warrants Section, and has asked them to fax the warrant to booking, they should ensure that the prisoner is booked. If for some reason, medical problems or other, the booking is not completed, the Deputy should advise the Warrants Section before their shift is over. (Otherwise the warrant will be cancelled.)
- F. Any person requesting entry into the Warrants Section will be identified at the door prior to permitting entry. The practice of "buzzing" the door when the phone rings, without visually verifying the identity of the person is prohibited. Absolutely no person(s) will be admitted into the Warrants Section whose identity cannot be verified or have no official purpose with the Section. The Warrants Section is a Secure Area and its integrity will be maintained.
- G. The handling of warrants and file folders is restricted to personnel assigned to the Warrants Section and the Section's divisional chain of command. No other persons are permitted to handle warrants or file folders, including Sworn deputies/officers.
- H. Approved Law Enforcement personnel may review a warrant's file folder with the assistance of on-duty Warrants personnel. Warrants personnel are the only authorized personnel to retrieve files from the Warrants Section files. All files will be reviewed at the desk designated by the on-duty supervisor. When the file review is completed, the Warrants personnel will appropriately re-file all documentation as soon as the review is completed.
- I. Copies of warrants will not be provided to anyone, for any reason, except for the purpose of booking the named defendant into a recognized correctional facility. **EXCEPTION** will be made in cases of Juvenile warrants requiring the child to appear directly before a Judge, which requires the arresting deputy/officer to have a copy of the warrant. Copies of warrants for booking purposes will be faxed to the correctional facility **ONLY**, after receiving the request to do so by the booking law enforcement personnel. Persons wishing to have a copy of a warrant for informational purposes will be offered a copy of the appropriate WITS Citizen Warrant Screen (screen capture) **ONLY**, which provides all the information obtainable from the original warrant.
- J. Warrants Lists will be provided on or about the 1st of the upcoming month for BCSD and APD Area Commands, Judicial Operations and the Albuquerque Police Department's Fugitive Unit. The responsibility of performing this task will be assigned by the Warrants Section Supervisor. Individual or

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special requests for a Warrants List must be approved with justification no less than 24-hours in advance, and approved by the Warrants Section Supervisor.