



Colorado Springs Police Department Standard Operating Procedure

DL-1006-20 Municipal Court Warrant Processing

Section 1000 – Patrol Function

Effective Date: 1/24/2022

Supersedes Date: 1/9/2013

.01 Purpose

The purpose of this directive is to establish guidelines and procedures for processing suspects arrested on municipal court warrants with a bond of \$200 or less.

.02 Cross-Reference

[GO 104 Determining Probable Cause](#)

[GO 107 Physical Arrest](#)

[GO 109 Prisoner Processing](#)

.03 Discussion

The following procedures were designed to help streamline the system and reduce the amount of processing time for Colorado Springs Municipal Court warrants only. This procedure does not apply to any other warrants.

.04 Policy

Officers may use the normal booking procedures for any person arrested on a Colorado Springs Municipal Court Warrant if the officer determines that process to be advisable. However, some alternatives are available to simplify matters in certain circumstances. Selection of an alternative procedure is a matter of officer discretion based upon the officer's professional judgment.

.05 Definitions

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.10 Procedure

When officers arrest a person upon outstanding municipal warrants of \$200.00 or less and the arrested person has proper identification, providing there are no other circumstances that would require detention, the officer or Community Service Representative (CSR) will:

- Complete a Personal Recognizance (PR) bond form, one form per case, and give the suspect a court date in accordance with the current days hot sheet. PR bonds should be completed in the field by contacting a PSR to obtain a case number, summons number, the charge and bond amount. Officers will need to bring the completed PR bond and place it into the Records and ID tray at the substation. Officers will also need to print and sign the JIS Bench Warrant which has been emailed to them by the PSR who provided the above information and place the signed copy with the PR bond.
- When serving a warrant on a juvenile defendant, the court date will be provided by the Communications Center and the PR bond must have a signature from the juvenile defendant and the defendant's parent/guardian. The yellow copy will be given to the defendant upon release.
- Set all criminal and traffic cases (juvenile and adult) into court at 1:30 p.m. and leave the division blank. Court personnel will assign the division when the person arrives in court.
- Adult "Cash Only NO PR" warrants require the person to be transported to Criminal Justice Center (CJC) regardless of the bond amount. "Cash Only, NO PR" will be indicated under the release option on the bottom of the warrant
- During normal business hours (8:00 a.m. to 4:00 p.m.): Officers can transport detainees to the Municipal Court Warrant Section (224 E. Kiowa, Room. #108) to process the warrant, if the bond is payable and the bond amount is \$200 or less. The detainee must have the ability to immediately pay the bond in cash.
- The officer will complete a Custody Sheet and will sign the copy of the cancelled warrant(s) plus the PR Bond.
- The arresting officer or PSR should fax all PR bond paperwork to the Municipal Court Clerk's Office at fax number 719-385-6190 and Records and ID at [REDACTED].
- During court business hours, any marshal can be contacted through dispatch or by telephone at [REDACTED] to assist with PR bonds in the field or answer any questions regarding municipal court warrants.
- Original PR paperwork will be interoffice mailed to municipal court and a copy interoffice mailed to Records and ID. The PSR will retain a copy of the PR bond as well.

.11 Multiple Warrants

If a defendant has more than one municipal bench warrant, and all are \$200.00 or less (per case not total sum of all the bonds), and there are no other circumstances that would require detention, a PR bond will be given for each case.

If a defendant has more than one municipal bench warrant, any of which is over \$200.00, the defendant will be taken to county jail on all municipal bench warrants. Do not issue a PR bond on the cases that are under \$200.00.

.12 Juvenile Defendants

If a juvenile defendant is detained on a municipal bench warrant, regardless of amount, the juvenile will be given a PR bond. A parent/guardian must sign the PR Bond.

If a bench warrant shows total payable as NO PR, they will be taken to Zebulon Pike Youth Services Center, located at 1427 W. Rio Grande St. For a juvenile defendant who has refused to cooperate with the municipal court process, the municipal judge may order a 'No PR Bond' and require that they be detained by Zebulon Pike until the next municipal docket.

Officers should transport those offenders to Zebulon Pike, with the appropriate paperwork, and place them in Zebulon Pike on a 'No PR Bond, per municipal court.

All juvenile "Cash Only" warrants will have a PR bond completed and signed by the juvenile and a parent/guardian if no other circumstances exist for detention at Zebulon Pike. Juveniles cannot be held in custody for monies owed to the courts.

In all instances, the juvenile screener must be contacted prior to transporting a juvenile to Zebulon Pike. Juvenile screeners cannot issue a PR bond to a juvenile defendant on a municipal court warrant.

If there are any questions pertaining to a detained juvenile, the officer will contact the juvenile screener through the Communications Center for further guidance.