

Police Department Policy and Procedure Manual

Chapter 4 — Operations

Section Number: 4-5-4
Section Title: Arrest Warrant Process
Most Recent Update: 07/15/2016

I. Policy

A. This policy will explain the responsibilities of the different units of the Clive Police Department from the initial filing of the arrest warrant to its execution.

II. Purpose

A. The purpose of this Section is to establish policy and delineate the different responsibilities of each unit within the Clive Police Department so the filing of arrest warrants and the final execution can be as efficient as possible.

III. Procedures

A. Application for Arrest Warrant

1. Patrol Officer's responsibilities

- a. Take the initial report and determine if an arrest warrant is warranted.
- b. If no follow-up is needed complete the affidavit and submit the charge for warrant.

2. Patrol Supervisor's responsibilities

- a. Review the submitting officer's paperwork for the arrest warrant.
- b. If no follow-up is needed, advise officer to submit the affidavit for warrant.
- c. If follow-up is needed submit report to the Detective Supervisor for review and assignment.

3. Detective Supervisor's Responsibilities

- a. Review the report and determine if more investigation is needed
 - b. If more investigation is needed assign the case to the appropriate investigative personnel.
 - c. If no further investigation is needed, assign the case to the authoring patrol officer for the warrant application.
4. Detective's Responsibilities
- a. Case investigation
 - (a) If the investigation determines an arrest warrant is substantiated, complete the affidavit and submit it for the warrant.
 - (b) If the investigation does not meet the criteria for an arrest warrant, exceptionally clear and close the case.

B. Arrest Warrant Returned

1. Records Personnel/Evidence Tech Responsibilities
 - a. If the application of the arrest warrant is rejected for a clerical error, records personnel will notify the assigned patrol officer/detective for resubmission.
 - b. If the arrest warrant is returned, the Evidence Tech will submit the arrest warrant to Westcom for NCIC entry and give the original to records for submission into the records management system.
 - c. Maintain a list of all warrants issued, tracking progress until the warrant is served.

C. Execution of Arrest Warrant

1. The Evidence Tech and the submitting Patrol Officer/Detective will coordinate their efforts to determine if the wanted subject is a candidate for self-surrender.
2. If it is determined the wanted subject is a candidate for self-surrender, the Evidence Tech will attempt to make contact with the wanted subject and make arrangements to have the wanted subject turn themselves in.
 - a. If the wanted subject turns themselves in, they will be arrested and booked. The case will then be considered "closed by arrest."

3. If it is determined the wanted subject is not a candidate for self-surrender, Detective and Patrol Supervisors will coordinate efforts to locate and take the wanted person into custody.
4. When the wanted subject is arrested and booked the case will be considered “closed and cleared by arrest.”



Michael G. Venema
Chief of Police