	STANDARD OPERATING PROCEDURE State Form 39870 (R/ S- 06)	Reference Number CIS-003
	Subject Validation of All Active Warrants	
	Special Instructions Replaces CJD-003 dated January 15, 2015	Effective Date **September 5, 2018**

I. PURPOSE

Establish guidelines for validation of active warrants.

II. POLICY

A warrant file shall be maintained at the district and all warrants shall be validated. Warrants shall be available for IDACS/NCIC hit confirmation. Pursuant to Title 240, IAC 5-2-7, each district shall validate, on a periodic basis, all IDACS/NCIC wanted records entered by that District.

III. PROCEDURE

A. In addition to the validation procedure described in the IDACS Manual, Part 1, Section F, Validation Policy, each District shall validate all warrants maintained by them.

1. A warrant shall be validated every 30 days to ensure the warrant is still valid.

2. A misdemeanor warrant expires 180 days after it is issued. A reissued misdemeanor warrant does not expire. (See IC 35-33-2-4)

B. Each month the District Investigative Commander (DIC) shall validate each warrant in the following manner:

1. Contact the court which issued the warrant to determine if the warrant is still valid;

2. Maintain a record of validation listing, date, time and name of person contacted; and

3. Cause wanted entries to be removed from IDACS/NCIC if a warrant is no longer active.

C. The DIC shall be responsible for removing the wanted entry from IDACS/NCIC and supplementing the appropriate case if the warrant is no longer valid.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.