

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870 (R/S-06)	Reference Number <b>INV-006</b>
	Subject <b>Arrest Warrant Service</b>	
	Special Instructions <b>Replaces INV-019 dated July 12, 2010</b>	Effective Date <b>January 15, 2015</b>

**I. PURPOSE**

Establish guidelines for serving arrest warrants.

**II. POLICY**

Department personnel shall promptly serve arrest warrants and whenever practical, uniformed personnel should be utilized to alleviate resistance.

**III. PROCEDURE**

A. Warrants obtained by Department personnel or received from other Indiana law enforcement agencies should be served promptly.

B. Warrants obtained by Department personnel from out of state criminal justice agencies should be served in accordance with the Uniform Criminal Extradition Act (IC 35-33-10-3).

C. Officers shall further consider the following factors in determining the priority for service of the warrant:

1. Seriousness of the offense charged;
2. Potential for future violence;
3. Probability the wanted suspect will flee;
4. Date the warrant was issued (IC 35-33-2-4); and
5. Any other unusual circumstances which may require immediate attention.

D. Upon completion of the warrant service, the assigned officer shall request the appropriate regional dispatch center contact the district or issuing agency and have the wanted entry information removed from NCIC/IDACS.

E. At the time of incarceration, the arresting officer shall be responsible for completing the appropriate report(s) as indicated in sections 1-3 and the reference guide below.

1. A **Field Arrest Report** (located in the Interact Online Record Management System) is required for all warrant related arrests. In situations where new criminal violations are discovered and new charges are filed, during a warrant service, the field arrest report shall include information related to the warrant and any new charges filed (including the original warrant and the all new charges);

2. A **supplemental report** is required when an arrest is made on a warrant that originated from an ISP Initial Criminal Incident Report; and

3. A new **Initial Criminal Incident Report** is required when during any warrant service new independent and applicable criminal violations are found (outside the scope of the original warrant(s)) and new charges are filed (that require a criminal incident report to be completed).

Reference guide:

Originating Agency	X indicates required report(s)		
	Field Arrest Report	Supplemental Report	Criminal Incident Report
Non-ISP	X		
Non-ISP (w/new charges)	X		X
ISP	X	X	
ISP (with new charges)	X	X	X

F. In addition to the basic information documented as part of either a supplemental report and/or a field arrest report, the following information should be included:

1. Date and time the warrant was received;
2. Source of the warrant;
3. Name, address, social security number and date of birth of the defendant;
4. Type of criminal incident; and
5. Date, time and location the service was completed.

G. All warrants obtained by Department officers (on the basis of an ISP initial criminal incident report) shall be entered into NCIC/IDACS, as soon as practical, in accordance with IC 10-13-3-35(2) providing the warrant is not served expeditiously. Department enforcement personnel shall document within the applicable criminal incident report any delay of the NCIC/IDACS information entry and include the following information:

1. Address where the service was attempted;
2. Date and time attempted;
3. Name of officer who attempted the service; and
4. Reason for non-service.

H. Every effort should be made to communicate with other law enforcement agencies in order to apprehend offenders that could not be located and served during the initial warrant service.

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