



**Chapter:** Records, Freedom of Information, and Transparency  
**Subject:** 14-06 – Warrant and Injunctive Order Retention  
**Effective:** April 29, 2024  
**Supersedes:** Official Order 14-06, dated April 19, 2022  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes department policy related to warrant and injunctive order retention.

#### **14-06-1 WARRANT/INJUNCTIVE ORDER RETENTION POLICY**

- A. Worksites that maintain 24-hour operations shall retain their warrants/injunctive orders locally unless there is an agreement with a dispatch center or a local law enforcement agency for them to do so. These off-site locations must have LEIN access, be staffed 24-hours per day, and have personnel available to confirm warrants at any time. The worksite commander shall enter into a LEIN Holder of the Record Agreement with the dispatch center or local law enforcement agency.
- B. Worksites that do not maintain a 24-hour operation may hold warrants/injunctive orders at the worksite and enter into a LEIN Hit Confirmation Agreement with another 24-hour agency or enter into a LEIN Holder of the Record Agreement with a 24-hour agency who will hold warrants/injunctive orders on the worksite's behalf.
- C. Worksites whose warrants/injunctive orders are held by another post, unit, or department shall immediately telephone the post, unit, or department holding the warrant/injunctive order when notified by the court that it is being recalled.
- D. Worksites with LEIN access may retain warrants/injunctive orders in their warrant/injunctive order file for other posts, units, and departments that do not maintain a 24-hour operation. When warrants/injunctive orders are being retained for another jurisdiction, the following additional procedures shall be used:
  - (1) The worksite shall enter into a LEIN Holder of the Record Agreement with all non-department agencies whose records the worksite is holding.
  - (2) Warrant/injunctive order entry, cancellation, and recall requests shall be made through the post, unit, or department through which the warrant/injunctive order was issued. Entering worksites shall not deal directly with the courts on warrants/injunctive orders for other agencies.
  - (3) The post, unit, or department requesting the entry of the record into LEIN shall conduct the monthly LEIN warrant/injunctive order validation for its own warrants/injunctive orders; however, the servicing worksite may enter the LEIN validation transaction on behalf of the requesting post, unit, or department.

- a. LEIN Holder of the Record and LEIN Hit Confirmation Agreements are not required between department worksites.

DIRECTOR

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**Annual Review Responsibility:** Criminal Justice Information Center

**Accreditation Standards:** CALEA 82.3.6