
ADMINISTRATIVE DIRECTIVE – 104.003
PLANO MUNICIPAL COURT WARRANT RECORDS AND SERVICE

EFFECTIVE DATE: June 23, 1977
REVIEW SCHEDULE: Annual
AFFECTS: Sworn Personnel

REVISION DATE: October 5, 2017

I. PURPOSE

This Directive establishes standard procedures and responsibilities associated with the issuance of warrants by Municipal Court Administration, the serving of such warrants, and the proper maintenance/filing of records associated with warrants.

II. POLICY

Warrants are issued by Municipal Court Administration to ensure violators who have been cited and who have failed to pay their fines or have citations dismissed by the Court are held accountable for their previous violations. The Warrant Unit shall attempt to locate and serve warrants as soon as possible on defendants that reside or work in the Plano area. Officers that encounter defendants with active Plano warrants shall take actions to ensure that defendants' satisfy outstanding warrants through immediate payment or arrest unless extenuating circumstances exist that would make an arrest impractical.

III. PROCEDURES

A. Warrant Entry

1. Municipal Court Administration prepares and enters warrants into the North Texas Regional Database.
2. Outstanding warrants will be maintained/filed by Municipal Court Administration.

B. Warrant Served by Court (Walk-In)

1. Defendants may clear outstanding warrant(s) with Municipal Court Administration personnel without involvement of a Warrant Officer.
2. Defendants who report to the Municipal Court Administration window and fail to clear a warrant may be arrested by Warrant Unit personnel. Municipal Court Administration personnel may make notification to the Warrant Unit of defendants who are unable/fail to clear their warrant(s).

C. Warrant Service by Officers

1. Officers shall check all detained violators on the Regional Computer System and TCIC/NCIC on the MDC or by contacting the NCIC Operator to ensure that the person is not wanted, has a missing alert, medical alert, or other alerts on the computer systems.
2. Officers with information indicating that a person may be wanted for a City of Plano Municipal Warrant shall attempt to confirm that warrant.
3. Defendants shall be taken into custody upon confirmation of an active City of Plano Municipal Warrant, unless the defendant is able to make immediate payment through the City of Plano Municipal Court Online Payment System, www.plano.gov, or by some other means to satisfy the warrant, or unless extenuating circumstances exist that would make an arrest impractical. For further information and procedure, see Support Services Division SOP 406.002.
4. If a defendant with active Plano warrants is not arrested or the warrant disposed of in some other manner, officers shall specify the extenuating circumstances in the call notes section on their MDC. Officers that do not have an MDC shall contact the NCIC Operator to enter the extenuating circumstances into the call notes section.
5. Confirmation will be made with Municipal Court Administration records.
6. The execution of a warrant will be recorded in Municipal Court Administration records by Court or Crime Information Center personnel.

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D. Warrants Served Report

Plano Police Department Warrant officers will maintain a daily activity report. This report will be turned in monthly to be compiled into a Unit report.

E. Attempted Service of Warrants

Any attempt to notify a subject of the existence of a City of Plano warrant for their arrest must be documented in the Municipal Court computer database. Documentation will become a permanent part of the defendants file for that cause and must include at a minimum:

1. Date and time service was attempted;
2. Name of person attempting service;
3. Method of attempt, for example: by phone, in person, written notice;
4. The address or phone number of attempt of service; and
5. Any personal identifying information that may assist in locating the wanted subject, such as change of address, name change, change of telephone number, etc.

F. Publicized Warrant Information

The Warrant Unit Sergeant is responsible for ensuring an alphabetical listing of active municipal warrants is maintained on the Plano Police Department website.