

**GENERAL ORDERS MANUAL  
WESTERN MICHIGAN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**

**I. PURPOSE**

The purpose of this policy is to provide agency guidelines involving arrest warrants.

**II. POLICY**

It is the policy of the Western Michigan University Department of Public Safety to pursue arrest warrants in criminal investigations when probable cause has been established that an individual has committed a crime and an appearance citation may not be issued.

**III. PROCEDURE**

- A. After the initial investigation and the report has been completed, the case will be presented to the Kalamazoo County Prosecutor's Office for review.
- B. If felony charges are authorized, the arrest warrant requires the signature of an 8<sup>th</sup> District Court judge or magistrate.
- C. If misdemeanor charges are authorized the arrest warrant affidavit may be signed by an 8<sup>th</sup> District Court clerk or an 8<sup>th</sup> District Court judge. The warrant will be left with the 8<sup>th</sup> District Court clerk.
- D. All warrants will be entered into LEIN by 8<sup>th</sup> District Court staff. Upon entry, a LEIN message will be sent to KCCDA and to WMU Public Safety officers via Talon.
- E. 8<sup>th</sup> District Court will provide and enter the bond type and amount, if any. The court will also enter the pick-up range, bond restrictions, and extradition status, if any. Bond amount and pick-up range will be set by the issuing judge and may not be modified without approval from the court. The request to a judge for bond modification may only be made by the Chief or Deputy Chief.
- F. If a person named in a warrant held by this department is arrested by a WMU police officer or an officer from another agency, the officer shall immediately cancel the warrant in LEIN. A copy of the LEIN cancellation will be submitted to a supervisor for review. If an arrest by an outside agency is made on a warrant held by this department, a LEIN administrative message will be sent to the arresting agency with the amount of bond required to be collected and any court appearance date and court location information.
- G. When a bond amount is listed, a person named in the warrant will be given a reasonable amount of time to post the bond. If the person posts bond and is given a date to appear in 8<sup>th</sup> District Court, the arresting officer shall complete the bond form. The person will be given the Defendant copy of the bond form.
- H. The additional copy of the form will be attached to the police report.
- I. When a cash bond is posted, the Court copy will be attached to the cash and placed in the secured bond locker in the Report Room. The bond shall be documented in the Bond Book located in the sergeant's office.
- J. Only the full amount of the stated bond in cash, traveler's checks, money order, or a valid bail/bond card is acceptable. Personal checks shall not be accepted. A \$10 bond processing fee in addition to the stated bond amount shall also be collected and a receipt shall be issued. The \$10 bond processing fee shall not be collected for own recognizance (OR) bonds.

#### IV. SUPERVISOR RESPONSIBILITIES

- A. Shift supervisors shall login to Talon at the beginning of their shift to check for all messages since the last shift supervisor was logged in and to monitor all LEIN message received during their shift.
- B. Any court entered warrants should be checked to make sure they are packed (i.e. as much identifying information as possible is entered into the warrant). As needed, supervisors shall modify warrants to add more information.
- C. Supervisors shall review messages and notifications regarding court canceled and recalled warrants.
- D. Reports should be updated to document warrant entries, cancelations, and recalls. The reason for each recall should be documented. If the reason is unknown, supervisors should email records staff so they can ascertain the reason.
- E. Following supervisor review, the LEIN warrant entry and cancellation paperwork will then be turned over to the Patrol Lieutenant for final review.

#### V. EXTRADITION

Any extradition requests must be approved by the Kalamazoo County Prosecutor's Office and transportation of the arrestee will be coordinated through the Kalamazoo County Sheriff's Department.

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**Issued by**



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