

**CITY OF SCHERTZ  
POLICE DEPARTMENT**

**Policy: 8.91      Title: *Municipal Warrants***

**Date Issued: August 22, 2018**

**Revised: November 17, 2021**

**I. POLICY**

It is the policy of the Schertz Police Department to maintain up to date files of all active municipal warrants through the Warrants Unit. The Warrants Unit is also responsible for serving active Schertz Municipal Warrants and bringing wanted persons before the court.

**II. PURPOSE**

The purpose of this policy is to establish guidelines in the maintenance, service and execution of Schertz Municipal Warrants.

**III. RECEIVING WARRANTS**

- A. After the warrants are received by the Warrants Unit, they will be checked for errors or missing information to insure the validity of the warrant(s). If any errors are found, it will be returned to the court for correction.
- B. Copies of all active warrants shall be retained in the Schertz Police Department Communications Center for 24 hour access by Communication Officers and police personnel.
- C. Warrants for persons possessing a Texas driver's license will be entered and transmitted to Omnibase pursuant to Texas Transportation Code 706 - Failure to Appear Program.

**IV. WARRANT SERVICE**

- A. Prior to attempting warrant service, all warrants will be validated by checking InCode.
- B. Warrants may be executed by arresting a defendant and having them magistrates by a judge.

- C. Warrants may be executed by accepting cash, credit/debit cards, or money orders/cashier's checks for payment of fines. Receipts will be given for every type of payment. When payments are obtained, payments will be turned into court. If payment received during Municipal Courts business hours, they will be turned into court prior to the close of business. Payments received after hours, weekends/holidays, will be placed in an envelope signed by the person receiving payment. The envelope will be placed in the bank bag in dispatch and turned over to the court on the next business day. The one receiving the payment shall send an email to the Warrant Officers advising of a payment.
- D. Other possible means to serve a warrant may be payment plans, personal recognizance or cash bonds as authorized by the Schertz Municipal Court.
- E. When available, during scheduled duty hours, a Warrant Officer will respond and take custody of individuals detained by Schertz Officers or Officers from outside agencies.
- F. A call for service will be generated when attempting a warrant service or picking up from an outside agency.
- G. Warrant Officers are authorized to travel outside the city limits, but are limited to Bexar, Comal and Guadalupe Counties. Anything farther than these three counties will require approval from the Division Lieutenant.
- H. All Officers are responsible for the confirmation of warrants they execute.
- I. Once notified, the Warrants Unit will ensure the executed warrant is removed from the Communication Center warrant files.
- J. If the person has a Texas driver's license, the Warrant Officer will ensure the individual is cleared from OmniBase.
- K. If a warrant is found to be unsigned by the judge or have another error, that warrant is not valid and shall not be served. If the individual has more than one warrant and other warrants are error free and signed, those warrants shall be served.

## **V. WARRANT RECORDS**

- A. The Warrants Unit is responsible for maintaining the warrants in the Schertz Police Department Communications Center, to include:
  - 1. Filing of new and reissued warrants
  - 2. Removing of served/cleared warrants
  - 3. At least annually, a report will be generated of all cleared warrants in order to ensure the warrants filed in dispatch are current.

By order of

Marc Bane  
Interim Chief of Police