



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



526.02 PREPARING AND SERVING SEARCH WARRANTS 10-21-2026

PURPOSE

The purpose of this order is to establish procedures for preparing and serving search warrants.

POLICY

The Sacramento Police Department (SPD) shall balance the safety needs of the public, the safety of department employees, privacy interests, and other relevant factors when making decisions related to the service of search warrants.

PROCEDURE

A. AFFIANT RESPONSIBILITIES

1. Employees should review and discuss the facts of the case and receive authorization from a supervisor before preparing a search warrant application.
2. The employee obtaining a search warrant shall conduct a thorough investigation to ensure that there is probable cause to believe the facts and circumstances are true and correct.
3. An SPD Form 899 (Threat Assessment) shall be completed for all search warrants involving structures, and Special Weapons and Tactics (SWAT) shall be consulted if the location or person meets threat assessment criteria for tactical assistance.
4. All employees shall act in accordance with Reference Manual 526.01 (Search Manual), GO 532.07 Planned Police Operations, and applicable law when preparing and serving search warrants.
5. Through a process of site verification and presence at the warrant service, affiants, or their designee, shall ensure the search warrant is served at the correct location detailed in the signed search warrant.

B. SEARCH WARRANT SERVICE

1. To ensure consistency, the decision to use the SWAT team for a search warrant service will be jointly made by the SWAT commander and the affiant's lieutenant.
2. The affiant's lieutenant will review the warrant to ensure it is thorough and that all necessary investigative steps have been completed before communicating with the SWAT commander.
3. The SPD Form 899 should be completed and sent to the SWAT commander before a search warrant can be scheduled on the SWAT calendar.
4. A copy of the signed search warrant shall be provided as soon as practical to the SWAT commander and prior to the search warrant briefing.
 - a. The SWAT commander will determine the specific tactics to execute the search warrant.
5. If the wrong location is entered during the search warrant service, the unit supervisor shall immediately notify the division lieutenant and the Professional Standards Unit.
 - a. A written report of the incident shall be submitted to the division lieutenant no later than the next working day.
 - b. The division lieutenant shall immediately notify the office deputy chief and forward a copy of the written report to the office chief upon receipt.