



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



550.06 ARREST WARRANTS 07-17-2023

PURPOSE

The purpose of this general order is to establish procedures for the service of arrest warrants.

POLICY

It shall be the policy of the Sacramento Police Department (SPD) to process and safely serve arrest warrants. Peace officers shall adhere to all legal requirements involving warrant service, including the Fourth Amendment.

PROCEDURE

A. GENERAL

1. Officers shall make every effort to develop information which will assist in the successful service of arrest warrants.
2. General Order 532.07 (Major Police Operations) shall be considered prior to the service of an arrest warrant.
3. Officers shall use caution and follow department-approved safety protocols and general orders when attempting an arrest or bench warrant service.
4. Officers should refer to the Attempt Pick-Up Considerations (SPD 936) to ensure standard considerations have been made prior to initiating service on any arrest warrant.

B. ASSIGNMENT AND NOTICE OF WARRANT

1. Lieutenants may assign warrant service packages to team sergeants by zip code or by utilizing WebKPF. Warrant packages may be sent to the appropriate watch commander via the Warrants Unit.
2. Watch commanders shall ensure attempted service of the warrant is made in a timely fashion.

C. SERVICE OF ARREST WARRANTS

1. When an arrest warrant is to be served, a minimum of two officers shall make the attempted service.
2. Officers shall confirm the severity and timeliness of a warrant. For misdemeanor charges, confirm that service will occur between 0600 and 2200 hours, unless the warrant is authorized for night service.
3. Prior to attempting to serve an arrest warrant, officers shall conduct records checks on the wanted subject including, but not limited to:
 - a. Department of Motor Vehicles
 - b. Probation/Post-Release Community Supervision (PRCS) status.
 - c. California Department of Corrections and Rehabilitation (CDCR) parole status.
 - d. WebKPF- History of violent crimes (e.g., 245 PC), resisting arrest (e.g., 148 PC, 69 PC), evading arrest (e.g., 2800.1 CVC).
 - e. California Law Enforcement Telecommunications System/Dealer Records of Sale (CLETS/DROS) - Number and types of firearms registered to suspect.
 - f. SPD Records Management System (RMS) - Recent contacts, associated reports, or if probable cause for arrest exists on other charges.
4. Officers may gather information of the location where the warrant is to be served by:
 - a. Inquiries to Department of Motor Vehicles (DMV), WebKPF, SPD RMS, and other information databases such as Accurint.
 - b. Performing a Sacramento Municipal Utility District (SMUD) law enforcement customer information request.
 - c. Driving by the address and noting vehicles present at the location.
 - d. Using Internet-based mapping for images of the location.
5. Prior to attempting to serve the warrant officers shall generate a call for service that indicates the following:
 - a. The location of the attempted service.
 - b. The wanted subject's name, date of birth, and X-reference number; and
 - c. The warrant information, including the primary charge listed on the warrants.



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- d. All relevant vetting, verification, deconfliction, and received information.
6. The following factors shall be considered when requesting additional officers:
 - a. The wanted subject's criminal history.
 - b. The subject's prior weapons history.
 - c. The subject's prior law enforcement or military history.
 - d. The subject's association with criminal street gangs, militias, Sovereign citizenship, or similar.
 - e. The charges on the warrant and any other charges pending.
 - f. The location and surroundings.
 - g. The presence of fortifications (e.g., security doors, driveway gates).
 - h. The presence of security cameras.
 - i. The possible presence of family members, associates, children, or aggressive animals.
 - j. The wanted subject's access to weapons.
7. Additional resources to consider:
 - a. Canine.
 - b. Air Unit.
 - c. Uncrewed Aerial Systems (UAS).
 - d. Additional patrol officers.
 - e. Specialty Units (e.g., SWAT, Bikes).
8. Any request for a SWAT response shall include a completed and electronically submitted Threat Assessment (SPD 899). The SWAT commander, or designee, will consider the totality of the circumstances and determine if SWAT will be utilized.
9. If the wanted subject is known to be inside a structure and refuses to surrender, officers shall immediately notify their supervisor.
10. To ensure officer safety the officer's direct supervisor shall assess the following:
 - a. The legal authority to proceed.
 - b. Planned tactics and equipment are in accordance with all department policies.
11. The guidelines established in the Critical Incident Manual (RM 532.08) shall be followed if the supervisor determines that entry into the structure is necessary and legally permissible.

D. NOTIFICATIONS

1. Prior to serving any arrest warrant, officers shall make the following notifications:
 - a. Warrant service in an officer's assigned patrol district:
 - (1) Notify direct supervisor.
 - b. Warrant service in the city limits, outside an officer's assigned patrol district:
 - (1) Notify direct supervisor.
 - (2) Notify district sergeant where warrant service is intended to occur.
 - c. Warrant service outside city jurisdiction:
 - (1) Notify direct supervisor.
 - (2) Notify supervisor in the patrol district closest to the location where the warrant service is intended.
 - (3) Notify the watch commander.
 - (4) Notify the agency having jurisdiction where the warrant service is intended.
 - (a). Officers shall make contact personally or have the SPD communications center notify the outside agency's communications center prior to entering the outside jurisdiction.
 - (b). The notification shall explain the officer's purpose, intent, and request for assistance if needed from the outside agency.

E. WARRANTS UNIT

1. Only Warrants Unit detectives may process warrants requiring bail.
2. Subjects with misdemeanor warrants without a judge remark and not related to domestic violence offenses may be referred to the Warrants Unit at the Hall of Justice (HOJ) by calling 916-808-0600 to make an appointment to receive a new court date.

F. OUT-OF-COUNTY WARRANTS

1. When a subject has an out-of-county warrant, officers shall contact Warrants/Radio to confirm the warrant and confirm that the originating agency will transport the arrestee from Sacramento.
2. Once the warrant has been confirmed, Warrants/Radio will request an abstract of the warrant to be sent to the Central Warrant Repository to be entered into the county system.



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G. OUT-OF-STATE WARRANTS

1. When a subject has a warrant from another state, the officer shall contact Warrants/Radio to confirm the warrant.
2. Warrants/Radio will send a request to the agency verifying the want and confirm if the agency is willing to extradite the subject from California.
3. If the agency is willing to extradite the subject from California, Warrants/Radio will have the warrant sent to the Records Division.
4. Warrants/Radio will then fax the warrant to the jail, and forward the warrant, hit confirmation, and a copy of the CLETS hit to the Warrants Unit.
5. When arresting a subject for an out-of-state warrant, arresting officers shall use Penal Code §1551.1 as the charge. If there are fresh local charges, those should be listed first on the booking paperwork, followed by the Penal Code § 1551.1 charge. Officers shall include all warrant information from the CLETS hit in the narrative section on the arrest report.
 - a. Officers shall not contact the out-of-state agency themselves and bypass Warrants/Radio to have the warrant faxed to the jail. Officers shall not take a subject into custody for an out-of-state warrant if that jurisdiction has indicated they will not extradite from California.
6. Prior to arraignment, detectives in the Warrants Unit shall prepare a District Attorney package for the Penal Code § 1551.1 arrest.

H. ASSISTING OUTSIDE AGENCIES ON WARRANT SERVICE

1. Officers requested by an outside agency to assist in serving arrest warrants within the city shall:
 - a. Identify the outside agency lead officer and the name of the agency represented.
 - b. Inquire into the background of the situation leading to the proposed warrant service and the intended arrest procedure.
 - c. Determine if the outside agency has the authority to arrest and notify the district sergeant of the impending action.
2. Officers dispatched to assist agencies with concurrent jurisdiction (e.g., FBI, ATF, SSD) shall assist the outside agency in effecting the arrest.
3. Officers shall not assist the outside agency if the planned actions appear to be contrary to department policy, established police methods, or California law. Questionable circumstances shall be referred to the officer's sergeant for evaluation before taking direct action.
4. If the incident develops into a hostage or barricaded subject situation, the district sergeant shall:
 - a. Request that the outside agency relinquish command of the scene to SPD.
 - (1) SPD employees shall not take direct action (e.g., crisis negotiations or building assaults) until complete command has been assumed.
 - (2) If the scene is not relinquished to the department, the district sergeant shall immediately request that the watch commander respond to the scene to discuss and coordinate activities relating to the incident.
 - b. Follow all procedures outlined in the Critical Incident Manual (Reference Manual 532.08).
5. Except in hostage or barricaded subject situations as outlined above, the actual incarceration or other disposition of the prisoner is the sole responsibility of the outside agency.
6. Assisting officers shall complete an incident report documenting their role in the arrest.

I. WARRANTS FOR DEPARTMENT PERSONNEL

1. Department employees shall respond to warrants as required by law upon receiving notification of the existence of the warrant.
2. If a warrant is issued for an employee, the Warrants Unit shall immediately forward the warrant information to the Office of the Chief.