## Roll Call Training Bulletin

Produced by: PSU Prepared by: PSU Katherine Lester, Chief of Police Volume 99

## **New Warrant and Court Order Process**

05-28-2024 Update

The Sacramento Superior Court's E-Warrant Portal has been updated. The upgrade includes improvements to the delay of notification and search warrant return processes. This will allow multiple delay of notification and search warrant returns to be submitted without any issues. Additionally, a step was added in the search warrant return process which allows the submitter to view and download a copy of the signed return prior to final court processing.

The majority of the steps to submit a warrant, return, or order will remain the same. However, there are a few notable modifications such as:

- Links will no longer be provided to submit search warrant returns and each submission type will be done separately and directly in the E-Warrant Portal. If you have a pending search warrant return on or after the upgrade please ignore it and submit the return directly in the E-Warrant Portal instead.
- The E-Warrant Portal will now append the most recent related order to the current submission which will result in a complete chronological record of all related orders. Input of the accurate Warrant ID on new submissions will be key to ensure a complete appended record for magistrate review.
- 3. The officer must now "Accept" the Return before it will move to the Warrants Desk for processing. This step allows the view and download ahead of final processing.

Most warrants and court orders will be processed electronically through the E-Warrant Portal

Warrants for special DA teams (Homicides, Gangs,

Career Criminal, SACA, ASAP, DV, etc.) shall be sent to the designee for that team (usually the respective unit supervising deputy DA) for approval prior to submitting to the court using the procedures detailed below.

The E-Warrant Portal is <u>not</u> to be used for the following:

- 1. Emergency Protective Orders
  - a. Call the county operator (916-875-6900)
  - b. Ask for the on-call judge
- 2. Bail enhancements
  - a. Call the county operator
  - b. Ask for the on-call judge
- 3. 14602.7 CVC warrants
  - a. Submitted to Carol Miller Justice Center.
  - b. See RCTB #92 for details.
- 4. Non-Urgent arrest warrants
  - a. Drop off and/or e-mail to the intake e-mail handle at the DA's office (intake@sacda.org).
  - b. Once the deputy DA reviews it, it will then be delivered to the court by the DA's Office and the warrant will be activated within approximately 1 week.



## Roll Call Training Bulletin

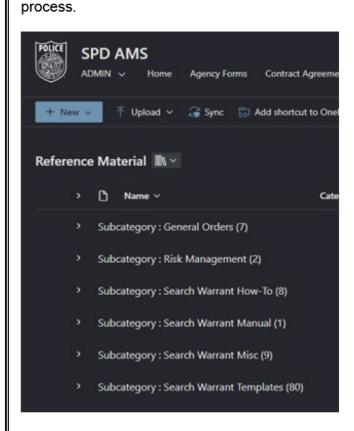
Produced by: PSU Prepared by: PSU Katherine Lester, Chief of Police Volume 99

The E-Warrant Portal is used for the following:

- 1. Emergency arrest warrants.
  - a. Send the warrant to the intake e-mail handle at the DA's Office (intake@sacda.org) and indicate "Emergency Walk thru warrant" on subject heading.
  - b. The deputy district attorney will review it and e-mail the officer back.
  - c. Review the procedure for requesting an Emergency Arrest Warrant (1)
  - d. Enter the "Emergency Arrest Warrant" into the court portal under the "Submit Emergency Arrest Warrant".
- 2. Ramey arrest warrants are submitted for a judges signature the same way as emergency arrest warrants.
- Search warrants.
- Search warrant returns.

For warrants submitted to the E-Warrant Portal during **non-business hours**, that require <u>immediate attention</u> (e.g., DUI blood draw warrant, emergency arrest warrant), be sure to submit the warrant through the E-Portal <u>and then</u>, contact the county operator for the on-call judge to review. If you do not contact the on-call judge after you have uploaded the request, it will not be reviewed until the following business day.

AMS contains a quick view tab titled "Search Warrant Resources" containing documents on the search warrant

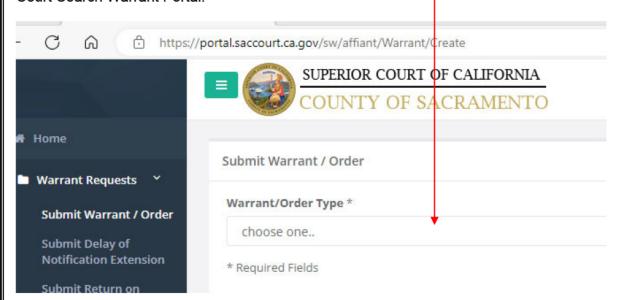




## Roll Call Training Bulletin

Produced by: PSU Prepared by: PSU Katherine Lester, Chief of Police Volume 99

Officers should read the files in that folder as well as review the pertinent General Orders and the Search Manual. To avoid errors, officer should make sure to use the current templates located drop down menu in the Court Search Warrant Portal.



Below are links that contain information about this process including a link to the one-hour video training session. To open the links right click on each line and in the pop-up window click "open hyperlink."