

Subject:	<b>After Hours Records Duties</b>	
Effective:	<b>8/20/2019</b>	<b>Procedure</b>
Update:		
Reference:		

## **BACKGROUND**

The Santa Barbara County Sheriff's Office Records Bureau is open Monday through Friday, 0700-1700 (public hours are 0900-1600). When the Records Bureau is closed, there are certain tasks that must be completed in order to follow state and/or federal law and to ensure officer safety. Most after-hours tasks are related to the California Law Enforcement System (CLETS) and Santa Barbara County (WANDA) warrants.

## **PROCEDURE**

When the Records Bureau is closed, their business phone line will be forwarded to Inmate Records. The CLETS Time Activated Message Forwarding (TAMF) is set to send messages to the Public Safety Dispatch Center. The TAMF automatically forwards specific terminal messages (i.e., 10-minute hit confirmations, emergency administrative messages, etc.) to dispatch workstation 9.

Inmate Records is responsible for:

- Confirming and abstracting WANDA warrants for California agencies
- Checking WANDA for CHP

The Public Safety Dispatch Center is responsible for:

- Responding to 10-minute hit confirmations (i.e., confirming and abstracting WANDA warrants for out of state agencies)
- Entering Emergency Protective Orders into CARPOS
- Entering Gun Restraining Orders into CARPOS
- Entering Missing Persons into MUPS
- Entering Stolen Vehicles/Boats into SVS and ABS (note: this is a normal dispatch responsibility)
- Entering Firearms into AFS when specifically requested by a deputy
- Filling out the LEO Flying Armed mask
- Reactivating WANDA warrants when necessary
- Checking WANDA for CHP

Criminal Records personnel will be called in after hours to:

- Enter warrants
- Receive the response from the TSA when a LEO Flying Armed notification is sent to the records bureau