

Subject:	After Hours Warrant Abstract	
Effective:	12/4/2017	Procedure
Update:	12/11/2017	
Reference:		

PURPOSE

To describe the procedure on how to abstract WANDA warrants to another County or State when Criminal Records is off duty (Criminal Records Hours Monday-Friday 0700-1700). Inmate Records will be responsible for sending abstracts to other counties within the state of California. Dispatch will be responsible for sending abstracts outside of California.

PROCEDURE

1. When another agency calls or sends a ten-minute hit confirmation via the HITREQ mask (out of state agencies) to confirm a WANDA warrant, run the subject or warrant number in:
 - a. Within California - GUS CLETS - W32
 - i. If it is a juvenile or civil warrant, check the full display (WWFD) at this point to make sure it is a bookable warrant.
 - b. Outside of California - GUS CLETS - WW32 and WPS
 - i. The Wanted Person return may list additional transportation limits in the MISC field that need to be checked for out-of-state confirmations.

2. If there is a WANDA warrant in the system, it is considered a valid warrant.
 - a. Confirm the bail on the warrant meets our booking criteria.
 - i. The minimum booking amount is \$5000.
 1. Within California, we will extradite on felonies and misdemeanors.
 2. Outside of California, we will usually only extradite on felonies. You must check the WPS hit MISC field to see if the extradition is limited.
 - ii. If it does not meet the minimum booking amount, advise the agency the warrant is valid but we will not extradite. It is up to that agency if they choose to cite release the subject.
 1. If another agency cites on a WANDA warrant, follow all steps below.
 - a. You must provide the other agency with a court date for the subject. Court date should be 30 business days after the date of the cite release.
 - b. The other agency will need to send our agency an ADMIN message to SBK0 with the name of the

deputy issuing the citation, their cite number, and the date set for the person to appear in court.

- b. Out of state warrant confirmation should be done using the HITRES mask. Print the original HITREQ and HITRES that you send as a response to the hit. The HITRES confirms the warrant, but is not an abstract.
 - i. Per Records, once the hit confirmation is sent, abstract the warrant to the agency. The 10-minute hit confirmation is enough to arrest the subject but not hold the subject for an extended length of time.
 - ii. If a warrant meets the booking requirements but we will not extradite from out of state, the HITRES "confirmation status" should be NO. In the "remarks" box, notate that the warrant is only valid in the state of California.
 - iii. Remember, admin messages sent to our ORI will not be forwarded to dispatch after-hours so make sure to clearly provide that information and a contact phone number for dispatch in the remarks section.
 - iv. **ONLY SEND THE WARRANT REQUESTED ON THE 10-MINUTE HIT CONFIRMATION.** Do not abstract additional WANDA warrants that may be in the system for the subject.
- c. If the agency will be taking action on our warrant (arresting or cite release), fill out the Warrant Abstract Information sheet.
- d. Ask how the agency identified the individual (i.e. driver's license, SMT, DL, self-admission, fingerprint match, etc.) and notate it in the Additional Notes section of the Warrant Abstract Information sheet.
- e. Run the warrant full display (WWFD). There is information on the full display (judge's name and sometimes the court case number) that is necessary to complete the warrant abstract.
- f. Abstract the warrant to yourself (WW42) and **PRINT**
- g. Follow the instructions/sample in the After Hours Records Binder or Warrant Folder on how to complete the ABST mask.
 - i. **PRINT** a copy of the abstract, which is automatically sent to the terminal sending the abstract (no need to enter your own mnemonics/ORI in the route field).
- h. If a subject is being arrested in state, send all warrants in WANDA for the subject. If it is out of state, only send the requested warrant.
- i. Call the agency requesting the abstract and confirm that it was received.
 - i. Ascertain the person's name and position who confirmed receipt of the warrant (i.e., Jane Doe/Records).
 - ii. For out of state agencies, ascertain the name of the jail facility where the subject will be housed.
 - iii. Write the information on the Warrant Abstract Information sheet in the additional notes area.
- j. If it's an out of state warrant, notify the Felony Fugitive Unit group via email that there was an arrest on the subject. Include the name/DOB of the subject, warrant number, warrant control number, the name/phone

number of the agency that arrested the subject, and the jail facility where the subject will be housed. If it's an in-state warrant and indicates someone should be notified of the arrest, make sure this has been done.

- k. Fill out the warrant clear mask (WW86) and send.
 - i. Make sure to enter into the due diligence field, "Arrested by (Agency Name). Warrant abstracted at (time). Confirmed received by (Person/title)."
 - ii. If it is an out of state warrant, additional information regarding the notification of the Felony Fugitive Unit or other deputy needs to be included in the due diligence (i.e. Felony Fugitive Unit group notified of the arrest at *[time]* via email by SRF3643).
 - iii. If the full display of any warrant indicates someone should be notified, make the notification and notate in the due diligence field (i.e. Message left for Detective Smith per request at 805-555-5555 of arrest on the warrant SRF3643 on *[MM-DD-YEAR at time]*).
- l. Staple the completed information sheet, the warrant full display and warrant abstract together and place in the after-hours record basket.