

Memorandum

Date: April 3, 2017
To: All Personnel
From: Undersheriff Melekian
Subject: Emergency Cell Phone Ping Warrants Procedure



Sheriff's Bulletin: 17-3

In an effort to minimize the impact of the requirement from SB 178 to take an Emergency Cell Phone Warrant (*after-the-fact affidavit*) to the courts for judicial signatures, Sergeant Greene worked closely with *both* North Courts and South Courts to obtain the following procedure:

- 1) The requesting deputy needs to complete the Emergency Cell Phone Ping Warrant Affidavit and sign it. A template has been created and can be found in **Word Templates** in the **!SBSO- Patrol** folder under the title **Court Order-Emergency Request**.
- 2) The deputy should then scan the warrant.
- 3) Once scanned, the deputy should retrieve the scan and rename the scanned file to be the same SBSO case number example 17-1234.
- 4) The deputy should then send/email the scanned document to the corresponding court by using the group emails in our department directory;
 - a. Cases in North county will be sent to: [Cell Phone Pings North](#)
 - b. Cases in South county will be sent to: [Cell Phone Pings South](#)
- 5) After submitting the email to the courts, expect that a court clerk will reply to the deputy's email (*during normal business hours*) indicating the warrant was received by the courts. Once the clerk obtains the judges signature, the court clerk will then send/email a scanned copy back to the requesting deputy.
- 6) While waiting for the reply (*which might take a day or two*), the deputy should be sure to mail a copy of the warrant/service to the owner of the cell phone that was pinged.

MEMORANDUM

TO: All Sheriff's Personnel

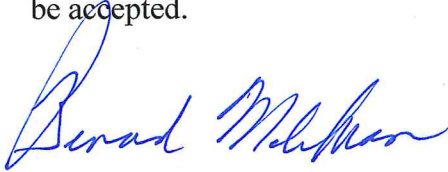
SUBJECT: Cell Phone Ping Warrant Procedure

April, 3, 2017

Page 2

- 7) Once the deputy receives a return email with the judge's signature, the deputy will then forward that email to the corresponding station clerk/records AOP so that the scanned file can be saved in Laserfiche with the report.

This procedure was created to save deputies time from having to respond to court in person. This procedure is only to be utilized for cell phone ping warrants; no other type of warrant will be accepted.



BERNARD MELEKIAN
Undersheriff