



DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Process and Service of Arrest Warrants	Effective Date: June 28, 2016	Policy Number: 6.06
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Attachments:	L. Shane Nelson, Sheriff	

I. PURPOSE

The purpose of this policy is to provide guidelines for deputies of the Deschutes County Sheriff's Office regarding the control and service of warrants.

II. POLICY

It is the Policy of the Deschutes County Sheriff's Office to facilitate the service of all warrants as expeditiously as possible. Warrants shall be entered, controlled, and served according to the guidelines set forth below.

III. RECEPTION OF WARRANTS

A. Deschutes County Circuit Court Warrants

1. The Warrants Section of the Deschutes County Adult Jail will retain all warrants issued through the Circuit Courts.
2. Warrants will be entered into LEDS by corrections personnel (NCIC entry will be made only for those warrants indicating extradition).
3. If the warrant issued originated from a Deschutes County Sheriff's Office case and is not the result of new charges, the original case number will be used. A new case number will be issued if the warrant is for a new charge resulting from the original (e.g., Failure to Appear) or on another agency's warrant.

B. Outside Agency Warrants

1. Requests received for service of an outside agency warrant will be treated as an original incident.
2. When warrant service is successful, a new case number will be issued and the original teletype will be filed with the incident.

IV. VERIFICATION PROCESS - ALL WARRANTS

A. Warrants Held by Other Agencies

1. All warrant hits shall be verified/confirmed through 9-1-1 Dispatch prior to transport to the jail.
2. Deschutes County 9-1-1 Dispatch will be responsible for telephone verification of the existence of all warrants.
3. The following information shall be documented on the LEDS/NCIC teletype:

- a. Name and agency phone number of the person making the confirmation call.
- b. Name of the person contacted for confirmation.
- c. Date and time of the confirmation call.

V. SERVICE OF WARRANTS

When a member of the Sheriff's Office takes a wanted subject into custody on a warrant, the prisoner shall be transported to the Deschutes County Adult Jail for booking and processing.

1. When an arrest is made based upon a warrant, the deputy will have 9-1-1 Dispatch confirm the warrant.
2. If the warrant is from another agency, 9-1-1 Dispatch shall send a copy of the warrant and confirmation to the Deschutes County Adult Jail. The arresting deputy will then make a copy of the warrant and confirmation to attach to his report.
3. A locate will then be sent by 9-1-1 Dispatch to clear the warrant from LEDS/NCIC.
4. Deschutes County Circuit Court warrants will be processed for return to the court by jail staff.