

7.07
CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued: May 15, 1997	Revision Date: September 21, 2006
Subject: Warrants - Serving and Processing	Reference: CACP 230.5
To: All Officers	

I. POLICY

The following procedure is set forth to safely and uniformly facilitate the serving and processing of search and arrest warrants by members of the Department.

II. PROCEDURE

A. Warrant Execution. See [General Order 7.08](#), Search & Arrest Warrant Execution.

1. Warrants can only be served by sworn officers. Other civilian employees do not have the power to serve warrants.
2. All arrest warrants will be verified through dispatch prior to being served.
3. Officer shall consider the seriousness of the offense when deciding the time and place the warrant is to be served. Contact should be made during the daytime hours when possible.
4. Arrest and search warrant situations requiring joint operation between the Craig Police Department and other law enforcement agencies must be authorized and coordinated by a Command Officer of the Craig Police Department.
 - a. A briefing will be held prior to the execution of the warrant to ensure that all officers are familiar with their role in the operation.
 - b. A supervisor of the Craig Police Department must be present during the serving of multi-agency warrants.

B. Execution of warrants:

1. City and County Warrants will be verified to assure that they are still active.
2. NCIC/CCIC warrants will be verified by phone or computer. If the warrant is out of state, extradition status must be confirmed.

3. The arresting officer is to note on the Arrest Report the warrant number and the violation.

4. When a party is lodged in jail regarding an outside police agency warrant, the arresting officer will have dispatch notify the originating agency.

C. Warrant Processing

Personnel will mark the date received on the front of every warrant.

D. Deletion of Warrants

1. When a warrant is served or cancelled dispatch will be notified. Warrants may be cancelled in the computer only by authorized records personnel, who will note on the warrant who arrested the subject, date of arrest, and their initials. All paper work (cancellation, warrant and warrant card, etc.) are to be given to the dispatcher or records technician in charge of warrants.

2. Purging of Warrants

Warrants will be cancelled by either City Court or by the Moffat County Combined Courts office. The court will notify dispatch that a warrant is being cancelled and the procedure outlined in D, 1, above, will be followed. The CCIC Coordinator will do validations of warrants and other computer entries as outlined by CBI Policy, to keep all warrant files up to date.

Authorized By:

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Chief of Police