



OPERATIONS ORDER

ARREST WARRANTS AND RECENT ARRESTS

The purpose of this order is to provide procedures for obtaining an arrest warrant.

I. Initiating a Warrant Request

- A. The investigator shall ensure the report contains the necessary facts to prove the offense and establish the guilt of the defendant.
- B. The investigator shall prepare a case summary (request for warrant).
- C. The investigator shall include a completed *Declaration of Arresting Officer* form if a higher bail is desired than that set forth in the uniform bail schedule (see Operations Order 3/11.0).
- D. The investigator shall include a copy of the rap sheet or a Department of Justice computer printout by using the "QHS Command" on the Detective Division CRT.

II. Obtaining the Arrest Warrant

- A. During court hours:
 - 1. The investigator shall verbally explain the facts to the deputy District Attorney to secure approval.
 - 2. The investigator shall include any additional supportive information in the report as suggested by the deputy District Attorney.
 - 3. The investigator shall submit the report to the deputy District Attorney first contacted.
- B. The deputy District Attorney shall:
 - 1. Assist in the preparation of the declaration, complaint, and arrest warrant forms and make the necessary copies.
 - 2. Arrange for a Municipal Court judge to sign the arrest warrant.

- C. The investigator shall:
 - 1. Take the arrest warrant to the judge for signature.
 - 2. Secure a warrant number from the Department C clerk's office leaving the original affidavit with the clerk.
- D. After court hours: All steps are the same as indicated above (Paragraph II [A]), with the exception of:
 - 1. The investigator shall prepare the warrant form; blank forms are available in the Detective Division storeroom.
 - 2. The on-call deputy District Attorney will contact the on-call judge to sign the warrant, and the investigator shall take the warrant to the judge for signature.
 - 3. The investigator shall secure a warrant number from Department C on the next court date if the warrant is still unserved at that time; if served, the warrant will be forwarded to the court through the booking office of the Main Jail.
- E. The investigator shall ensure the warrant is recorded in the Warrant/Fugitive Bureau.

III. Recent Arrests

- A. Verbal presentation of arrest summaries will be made to the District Attorney. Presentation of arrest cases from the North Station will be made during scheduled times, Monday through Friday. Felony arrest warrant requests will be presented during the same hours. The officer responsible for the presentations also shall be responsible for the pick up and delivery of the reports from the North Station.