

## 319 Arrests

### 319.2.1 WARRANT SERVICE GUIDELINES

Officers attempting to conduct a warrant service shall adhere to the following guidelines:

- (a) Before any warrant service is attempted at a private residence or place of employment (as listed in the PICKUP supplement) officers shall:
  1. Review the incident report in its entirety to determine if and when a previous warrant service has been attempted.
    - (a) Officers shall not normally return to a location to serve a warrant where an attempt has been previously made unless additional information has been developed suggesting the offender has returned.
  2. Verify the warrant status by contacting the Central Records/Warrant Unit or Teletype, either directly or through Communications.
  3. Supervisors shall be notified and a "Threat Assessment Form" (APD Form 11) shall be completed prior to any warrant service where a forced entry is planned or anticipated.
- (b) Officers receiving information that a person with an arrest warrant is inside a third party private residence may NOT enter and search for the violator. Courts have held that this includes, but is not limited to a home, apartment, or hotel/motel room. The exception to this rule is when:
  1. The officer is in possession of a valid search warrant for that specific residence/ location. (There is no requirement for a search warrant of PUBLIC areas of a commercial establishment); or
  2. The officer has received consent from the person/s in care, custody and control of the location. Consent procedures are outlined in General Order 306 (Search and Seizure); or
  3. The officer can clearly articulate exigent circumstances that delaying entry would expose a person to serious injury or death or allow the violator to escape.
- (c) Warrant service attempts that did not result in the arrest of a subject shall be documented immediately by DIRECT ENTRY of a supplement to the original incident report in Versadex. The following information is required in the supplement:
  1. Date/time of each attempt; and
  2. Address(s) and/or location(s) of attempt(s); and
  3. Identity of person(s) contacted; and
  4. Information relating to the search of a location (e.g., was permission granted or refused, vacant); and
  5. Useful information relating to a subject (e.g., new location, vehicles, employment, acquaintances); and
  6. Identification of all officers involved in warrant service.
- (d) Warrant service resulting in an arrest of the wanted subject shall be documented immediately by DIRECT ENTRY of a supplement to the original incident report into Versadex. The following information is required:
  1. "CANCEL CANCEL CANCEL" in the subject line and at the top of the supplement; and
  2. Date/time of service; and
  3. Address(s) and/or location(s) of service; and
  4. Information relating to search of location (e.g., was permission granted or refused, vacant); and
  5. Identification of all officers involved in warrant service.
- (e) Warrant service resulting in an arrest of the wanted subject shall also be documented by completing an Arrest Report through the MRE for the actual charge(s). The 4000-Request to Apprehend charge code is to only be used for the service of another jurisdiction's warrant.