



# ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER WARRANT CONTROL SYSTEM



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**ISSUING AUTHORITY – SHERIFF CARL E. DuBOIS  
DISTRIBUTION – ALL DEPUTY SHERIFFS  
& OFFICE PERSONNEL**

**PURPOSE:** The purpose of this General Order is to ensure efficiency in the execution of warrants. This procedure will ensure that every reasonable and timely effort is made in attempting to serve our warrants, thereby providing quality cases for prosecution and reducing the risk of liability. **Only sworn Deputies are authorized to execute arrest warrants pursuant to article 120 NYSCPL.**

- I. All warrants received by this agency will go directly to the respective division under the supervision of the Warrant Control Officer [WCO] for such division. These divisions will be the Patrol Division and the Investigative Division. Upon receiving the warrant, the WCO for each division will:
  - A. Check Impact records for information on the defendant.
  - B. Check the JMS for information on the defendant and print a commitment inmate summary report and mugshot profile and include in warrant jacket.
  - C. Complete a warrant control jacket and a file for original warrant.
  - D. Complete a blotter entry in Impact.
  - E. Complete and print an Ejustice Repository report on the defendant and include in warrant jacket.
  - F. Complete and print a driver's license inquiry and include in warrant jacket.
  - G. Complete a warrant entry for defendant in accordance with Ejustice. Include a copy in warrant jacket and original warrant folder.
  - H. Complete a case and warrant module in Impact.
  - I. File original warrant folder and warrant jacket in appropriate file cabinet.
- II. Upon receiving the control jacket, Records Division:
  - A. Check DMV for license and registration information of the defendant,

- B. Send a criminal history inquiry for misdemeanor and felony warrants [Authority WCO],
  - C. Send a wanted person notification for warrants in accordance with Ejustice.
  - D. Place all the aforementioned information in the warrant control jacket, and Complete sections 3a & 3b on the front of the control jacket,
  - E. Attach a copy of the File 5 to the original warrant and submit the warrant to a supervisor who will review for accuracy and completeness,
  - F. Place the warrant control jacket in the active warrant file located in the Records Division.
- III. Squad Sergeants/Shift Supervisors will:
- A. Check the Readoff Warrant Clipboard and attempt to assign warrants for execution as staffing levels allow. Warrants will be listed on the Active Warrant Sheet.
- IV. Investigators/Deputies assigned to execute a warrant will:
- A. Attempt to serve warrants assigned to them as directed on control sheet, sections 3a, 3b, and 3c, as appropriate.
  - B. Record ALL attempts to serve warrant and record any new information received or action taken, in the Warrant Activity Module portion of the record in Impact RMS system.
  - C. At the end of each shift, the officer must return the warrant control jacket to the file unless the warrant was served.
  - D. If an arrest is made, the Officer shall complete sections 5, 7, and 10 if Appropriate (canceling copies of the warrants) on the control jacket. The warrant control jacket is placed in the arrest folder and forwarded to a supervisor for review.
  - E. It is the responsibility of the arresting officer to ensure that communications personnel cancel the warrant in Ejustice Portal and inactivate the warrant in Impact.
  - F. (Optional) A Deputy may elect to send a Sheriff's Office (pre-designed) form letter urging the suspect to surrender at headquarters as part of the warrant service process. This must be recorded on the warrant control jacket and a

copy of the completed form letter is to be placed inside the warrant control jacket.

- V. Purge Review Process:
  - A. The Warrant Control Officer will review case status with the Orange County District Attorney's Office as follows:
    - 1. Violations: within one year,
    - 2. Misdemeanors: within two years,
    - 3. Felonies: within 6 months.
  - B. The Warrant Control Officer will also review the case status of:
    - 1. Violation of Probation misdemeanor warrants,
    - 2. Violation of Probation felony warrants,
    - 3. Family Court warrants.
  - C. Depending on the circumstances, the case will either be purged or returned to the active files.
- VI. To minimize liability, the practice of filing copies of active warrants with other agencies shall be the SOLE responsibility of the Warrant Control Officer and will be documented on the warrant control jacket, (section 10).
- VII. Each item of Legal process civil and criminal must be recorded and include the following elements:
  - A. Date & Time Received
  - B. Type of Legal Process (Civil or Criminal)
  - C. Nature of Document
  - D. Source of Document
  - E. Name of Plaintiff, Complainant or Defendant, Respondent
  - F. Deputy assigned for service
  - G. Date of assignment
  - H. Court Docket number if provided
  - I. Date Service is due

**REFERENCE:**  
**NYS ACCREDITATION STANDARD - 8.12**  
**CALEA - 74.1.1**