



Policy and Procedure

Number: 922

Subject: Warrant Service and Cancellation		
Date Issued: 12-09-83	Effective Date: 03-17-11	Revision Number: 6

POLICY:

It is the policy of the Racine Police Department to efficiently serve all warrants in a timely manner. This requires the cooperative effort of all department members in the processing of the warrants to prevent the inappropriate detention of the citizens we serve.

PROCEDURE:

When any member confirms, serves, or cancels a warrant originating from the Racine Police Department, the following steps will be followed.

COMMUNICATIONS:

1. When a member or someone from another jurisdiction requests a warrant confirmation, confirm that the warrant is actually on file with the Public Service Counter.
2. Notify member of confirmation check results and if confirming warrants for or from another jurisdiction:
 - a. Notify the particular agency via the T.I.M.E. System of all the applicable confirmed warrants found at the Public Service Counter.
 - b. Advise either the member or other jurisdiction if there are any geographical pick-up restrictions.
 - c. Note any bond conditions and/or amounts.
 - d. If the confirmed warrant is a criminal warrant and the subject is able to post inform the agency that bond should be forwarded to: Clerk of the Circuit Court, 730 Wisconsin Ave., Racine, WI. 53403.
 - e. If the confirmed warrant is a commitment and the subject is able to post inform the agency that bond should be forwarded to: Racine Police Department, Attn. Public Service Counter, 730 Center St., Racine, WI. 53403.
 - f. Notify the Shift Commander that the warrant has been served, the warrant should be pulled and cancelled.
3. Prisoners who can post bond must be provided court dates for:
 - a. Felony Criminal Warrant – a mandatory appearance in Felony court to be set at least one week later on any weekday other than Mondays and holidays at 1:30 p.m.
 - b. Misdemeanor Criminal Warrant – a mandatory appearance for the next Traffic and Misdemeanor (T&C) court date.
4. In the event a prisoner being held by another jurisdiction cannot post bond on a Racine Police Department warrant, advise the holding authority via the T.I.M.E. System to notify our Department when the pick-up can be made.
5. Notify the Shift Commander that:
 - a. Another jurisdiction is detaining someone on a warrant originating from our Department.
 - b. Whether the subject being detained can post bond or needs to be picked-up.
 - c. Forward all T.I.M.E. System printouts pertaining to the individual to the Court Office.
6. Upon receiving the pink “Warrant Supplement and Cancellation Notice” cancel the described warrants in the WCIB-NCIC system.
 - a. Sign and date the T.I.M.E. System Cancellation Section.
 - b. Attach the cancellation acknowledgement and any other related T.I.M.E. System correspondence to the “Warrant Supplement and Cancellation Notice” and forward to the Court Section (the Court Section will forward Warrant Supplement and Cancellation Notice to Records).

MEMBER:

When serving a warrant, complete the yellow/pink copy of the "Warrant Supplement Cancellation Notice."

1. Complete the Warrant Clearance Section with your name, payroll number and date.
2. Check the appropriate box on the Warrant Supplement and Cancellation Notice indicating the disposition, i.e. Posted Bond, Taken to RCSD, etc.
3. Leave the actual warrant at the County Jail if the subject is held there. Sign and date the warrant as "served" in the appropriate area.
4. Complete the "Notice of Detention," (J-11):
 - a. For felony charges set the court date at least one week later on any weekday other than Mondays and holidays at 1:30 p.m.
 - b. For misdemeanor charges, use the next T&C Court date.
 - c. For RPD Commitments:
 - (1) No "J-11" is required, a **Notice of Detention – Supplement (J-11S) is required by RCSD.**
 - (2) Enter the complaint number, location of arrest and check the appropriate boxes on the Warrant Supplement and Cancellation Notice for arrests made without incident.
 - (3) Any arrest with unusual circumstances or use of force beyond what is necessary to arrest and transport a cooperative suspect must be documented on a supplement and/or a Use of Force Report.
 - d. Deliver the completed Warrant Supplement and Cancellation, the actual warrant (if bond is posted) and all required forms (refer to "Arrest Numbers / Warrants / U.T.C.'s / U.M.C.C.'s / Miscellaneous Information" form.) to your supervisor for review.

**SUPERVISOR or
SHIFT
COMMANDER:**

Review paperwork for completeness.

1. If bond is posted, remove the warrant from the counter area.
 - a. Complete the Yellow/Pink copy of the "Warrant Supplement and Cancellation Notice."
 - b. Indicate on the "Warrant Supplement and Cancellation Notice" the date served, your name, payroll number and the name of the particular agency accepting bond monies.
 - c. Complete the Warrant Clearance Section.
 - d. Place the Yellow copy of the Warrant Supplement and Cancellation Notice and the actual warrant in the Courts Section mailbox and promptly deliver the pink copy of the Warrant Supplement and Cancellation Notice to Communications for cancellation.
2. If the subject is being held by another jurisdiction (within adjacent counties) on a City of Racine Municipal Court Warrant, make the necessary transportation arrangements. If excessive workload precludes prisoner transport during the shift, request the next Shift Commander to provide transportation on his/her shift.
3. Although the RCSD is statutorily responsible for transporting someone held on a warrant issued by Felony court, or Traffic & Criminal Court, our Department will attempt to transport prisoners held by jurisdictions in adjacent counties;
 - a. If the jurisdiction involved is not in an adjacent county, or if excessive workload precludes prisoner transport, the Courts Section will coordinate transportation arrangements with the RCSD.
 - b. If Courts Section personnel are not available, have communications teletype the arresting agency and RCSD that our Courts Office will contact RCSD for pickup arrangements on the next business day.
 - c. Fax a copy of the warrant (stamped Copy) to the arresting agency if requested.
4. Review all paperwork for completeness and distribute as follows:
 - a. Place the Yellow copy of the Warrant Supplement and Cancellation Notice, Notice of Detention (J-11), and the actual warrant (if applicable) in the Courts Section mailbox.

- b. **Promptly** deliver the pink copy of the Warrant Supplement and Cancellation Notice to Communications for cancellation.

RECORDS: Appropriately scan the pink copy of the Warrant Supplement and Cancellation Notice when received. Ensure all necessary sections are signed and a teletype cancellation is attached.

RELATED PROCEDURE: [901 – Arrest and Incarceration](#)
[Table of Contents](#)