

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2014	BUREAU-WIDE	FIELD SERVICES	D.9
SUBJECT: WARRANT SWEEPS			PAGE 1 of 3

Purpose:

To establish a standard procedure for planning/conducting warrant sweeps within the Court Services Bureau (CSB).

Policy:

The CSB will actively attempt to make arrests for outstanding warrants within the county as staffing and workload permits. Each command is encouraged to make use of a warrant sweep or concentrated effort to target persons with outstanding warrants whenever possible.

Warrant sweeps will be coordinated through the Sheriff's Communications Center and Jail Population Management Unit as delineated below. A second dispatcher will handle sweeps involving five or more units and/or outside agency personnel.

Procedure:

- I. Warrant sweep supervisors are responsible for the creation of an Operations Plan as outlined in CSB Policy and Procedure section F.10. The Operations Plan must be approved through the chain of command to the affected Area Captain.
- II. Two weeks prior to the sweep, the warrant sweep supervisor shall call or e-mail, with a read receipt, the Jail Population Management Unit (JPMU) Lieutenant and inform him/her of the date and hours of the sweep, as well as the anticipated number of arrests. Depending on the available space in the department's detention facilities, the JPMU Lieutenant may place restrictions on the number of inmates the jails will accept from the sweep. CSB personnel and others involved in the sweeps are expected to abide by these restrictions.
- III. The supervisor planning the warrant sweep shall give the Communications Center two weeks notice to prepare sufficient staffing.
 - A. E-mail, with a read receipt, should be sent from the supervisor of the sweep to the Administrative Supervisor and affected Communications Coordinator at the Sheriff's Communications Center.
 - B. The e-mail should contain:

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1. The date of the sweep;
 2. The number of deputies (and outside agency personnel if applicable);
 3. The time-frame for the sweep;
 4. Contact information for the supervisor coordinating the sweep.
- C. The Communications Center will provide the confirmation and talk group assignment via e-mail to the supervisor coordinating the sweep.
- D. If overtime positions are required by the Communications Center as a result of the sweep, the command originating the operation is expected to absorb those costs.
- E. On the day of the sweep, the supervisor will provide a line-up, using SO Form 125, of the units involved to the Communications Center. The line-up will include the names of the personnel involved, an ARJIS or ID number for each person and a radio designator for each unit.
- IV. The warrant sweep supervisor shall also notify the District Attorney's Office and Superior Court of the warrant sweep two weeks prior to its occurrence to allow these agencies preparation time for the increased workload.
- V. Two weeks prior to the warrant sweep, the warrant sweep supervisor shall notify the Warrant Division Manager either by e-mail with a read receipt or via telephone.
- VI. On the Friday prior to the sweep, the warrant sweep supervisor shall re-contact the JPMU Lieutenant, and the Warrant Division Manager to confirm the information provided earlier is still accurate.
- VII. The command responsible for the warrant sweep must provide someone at their office to verify the validity of arrest warrants prior to the deputies attempting to serve them. This person will also be tasked with confirming the warrants through Sheriff's Records after arrests are made. Due to the volume of warrants and

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personnel involved in a warrant sweep, the Communications Center dispatcher will not be performing either of these tasks.

- IX. An after action report will be prepared by the command hosting the warrant sweep to be submitted through the chain of command.