

<b>NUMBER:</b>	<b>5.1</b>
<b>SUBJECT:</b>	<b>INTRODUCTION OF THE WARRANT SECTION</b>
<b>CATEGORY:</b>	<b>WARRANT SECTION</b>
<b>DATE:</b>	<b>FEBRUARY 28, 2013</b>
<b>DATE REVISED:</b>	<b>APRIL 11, 2018</b>
<b>RELATED SECTIONS:</b>	<b>None</b>
<b>IN COMPLIANCE WITH:</b>	<b>None</b>

**PURPOSE:**

The purpose of this document is to provide an overall view of the Warrant Section, its duties and personnel.

**PERSONNEL:**

The Warrant Section is staffed 24-hours a day, seven days a week by professional staff with the following job titles: Records & ID Clerk I, Records & ID Clerk II, and Records & ID Supervisor. It is comprised of three overlapping shifts. The Day shift includes one Records & ID Supervisor and six Records & ID Clerks. The PM shift and Mid shift includes one Records & ID Supervisor and five Records & ID Clerks on each shift.

**DUTIES**

The Warrant Section provides a service to all law enforcement agencies by furnishing them with up-to-date information on warrants, and protective orders. Information is provided through the use of the Sheriff's Want/Warrants applications via SDLaw and JURIS, the Department of Justice's California Law Enforcement Telecommunications System (CLETS), and the Federal Bureau of Investigation's National Crime Information Center (NCIC). The Warrant Section is also the central repository for all warrants issued from the Superior Courts in San Diego County. All types of warrants are held either physically or electronically in the Warrant files, from the more serious felony warrants to the lesser misdemeanor and infraction warrants. Federal warrants, warrants received from other agencies, and enforceable restraining orders are also held in the Warrants Section.