

NUMBER:	5.15
SUBJECT:	ENTERING WARRANTS INTO THE LOCAL SYSTEM ONLY
CATEGORY:	WARRANTS
DATE:	JULY 19, 2019
DATE REVISED:	
RELATED SECTIONS:	N/A
IN COMPLIANCE WITH:	

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A. DETERMINE THE CORRECT MAGISTRATE CODE

PURPOSE:

Before entering a warrant into the computer, you will need to determine the correct magistrate code or create a new magistrate code if one does not exist. This is done using the MA06 magistrate format.

1. Type MA06 space and the first 2 letters of the judge's name. When the MA06 magistrate file appears on the screen, find the code for the judge listed on the warrant.

B. CREATE A NEW MAGISTRATE CODE

1. If the judge's name is not on the MA06 magistrate file, you will need to create one in the computer system.
2. Verify the magistrate is not on the MA06 screen. Look very carefully.
3. After looking over the list of names, there will be a magistrate code in the first column, with an "A" in the 2nd column.
4. Type the information in the appropriate columns, using the table below as guidance.

	Last Name	First Name	Middle name	Suffix
In San Diego County Example:	Full name Doe	Full name John	Full name Robert	Jr
Outside of San Diego, in California Example:	Full name Doe	Full name Jane	County Riverside CO	no suffix, only use if you need more room for the County
Outside of California Example:	Full name Doe	Full name Jane	County, State Maricopa Co, AZ	no suffix, only use if you need more room for the State

5. Type as much information as possible. If you have the full middle name, type the full middle name.
6. If you have an initial, type the initial
7. If there is no first name, type "judge".
8. If there is no middle name, leave it blank.
9. After typing the information, press **F12**.
10. Verify the screen has "**Transaction Complete**".
11. Take note of the magistrate code and then run the code using the MA06 transaction to verify it processed. See step A.1.

C. JUVENILE MISDEMEANOR BENCH WARRANT

1. Run MA06 on the judge's name for the magistrate code. See section A and B.
2. Run MA10 Bwt # to verify it is not already entered for that subject. If it is entered
 - a. And is active, return the warrant to court via fax with the appropriate letter.
 - b. And cleared:
 - 1) Compare the issue date and the cleared date.
 - 2) If the issue date is the same as yours, it is a duplicate and do not enter the warrant.
 - 3) If the warrant was cleared on or before the issue date of yours, go to step 3.
3. Run RI01 on the name.
4. If there is no record found, clear the screen and type MA01 and go to step 7.
5. If the subject only has one system number or the identical system number listed multiple times:
 - a. Type a caret in front of the RI02 and press enter.
 - b. On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - c. Press enter.
6. If the subject has different system numbers composed of different digits:

```

GARCIA          JOSE          ANTONIO          SF TP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 PRSN A 0
<RI02 92225 095028 ORG DA CASE OTH DA
GARCIA          JOSE          ANTONIO          SF TP S* DOB 051063 CDL
S M R H HT 511 WT 180 HC BLK EC BRO SSN 000-00-0000 PRSN A 0
<RI02 92226 091832 ORG SH CHS OTH DA
    
```

- a. Over key the caret and press enter on the first one. Take note of the type of entries - MA screen (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```

GARCIA          JOSE          ANTONIO          SF TYP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P PR A 0
CII             CII FCN             NCIC FPC
FBI             FBI FCN             HENRY FPC             AFIS
-UID-          USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923          1151 W . 1ST ST          LOS ANGELES          CA 081292
<DA10 92225 095028 800 V-VC23152(B) + ECM002 CL 111307 4TH
    
```

- b. Go back to the 2nd system number, over key the caret and press enter.

```

GARCIA          JOSE          SF  TY
S M R H HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042    CII FCN          NCIC  FPC
FBI 512676JC3  FBI FCN          HENRY FPC
-UID-          USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLDT 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901          2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D      + SDMCC
00851 1 WV657301          2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B)      + SDMCC
00852 1 M123480CA          2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242          + SDM009
    
```

- c. Decide which system number to use based on the type of entry each system number contains:
- 1) Use the system number that has an active MA10.
 - 2) If there is no active MA10, use the system number with SR31.
 - 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
 - 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with a DA.
 - 5) If both system numbers contain the same entries, use the oldest number.
 - 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
 - 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - 8) Press enter.
7. Type information on the screen using the following format. **Information in blue is always the same as the sample. Information in red is obtained from the court document.**
8. Any scars, marks, or tattoos are typed in the "crt inst" field.
9. For court info: County = SD, Div should be on the court document - SB for South County (Chula Vista), NC for North County (Vista), SD for San Diego (Central) and EC for East County (El Cajon).
10. Write the warrant number and the issue date in the lower right-hand corner on the warrant and file it in the manual warrant files by warrant number (ignoring all letters).

Sample

```

MA01 01365231246      XF Y      WANT-WARRANT ENTRY      OPI D 9296      FT
DEFT NAME: LAST DEPERKINS      FIRST JASMI NE      MIDDLE DOMI NI QUE      SUFFIX
AKA NAME: LAST      FIRST      MIDDLE      SUFFIX
DOB 122783 AGE      SEX F RACE B HT 5 04 WT 145 HAIR BLK EYE blk
RES: NBR 6705      ST n el man st      CTY san di ego      STATE ca ZCD 92111
BUS: NBR      ST      CTY      STATE ZCD
EMPLOYER      TEL: AREA NBR
CII      FBI      LCL      LCR      SSN 570778007
OP LIC      STATE      VEH LIC      MAKE      COLOR      BODY
----- WARRANT INFORMATION -----
WW NBR j cm184879      TYPE 5 RESTRICTED n BAIL      APPEAR TYPE m
ISSUE DATE 022102 OC-DATE      PBWDATE      ORG CA03791 ASN CA03791
CODE SEC      CD C      CODE SEC      CD C      CODE SEC      CD C
242      pc 1

WNT TYPE b CRIME TYPE m REASON CODE      SPEC INST
CRT INST *** dept 6 ***
MAGIS i s004 COURT INFO: COUNTY sd DIV sd CRT TYPE s DEPT j uv
----- SHERIFF INFORMATION ONLY -----
RMK      FT-DATE      FT-CODE
    
```

D. JUVENILE MISDEMEANOR ARREST WARRANT

If a charge is a bookable charge, such as domestic violence, elder neglect or dependent adult abuse, or the warrant ends in DV or EA, enter the warrant into WS, following the instructions in 5.16.

1. Run MA06 on the judge's name for the magistrate code. See Section A and B.
2. Run MA10 Bwt# to verify it is not already entered for that subject. If it is,
 - a. And is active, return the warrant to court with the appropriate letter
 - b. And cleared:
 - 1) Compare the issue date and the cleared date.
 - 2) If the issue date is the same as yours, it is a duplicate and do not enter the warrant.
 - 3) If the warrant was cleared on or before the issue date of yours, go to step 3.
3. Run RI01 on the name and any AKA's.
4. If there is no record found, clear the screen and type MA01. Go to step #7.
5. If the subject only has one system number or the identical system number listed multiple times:
 - a. Type a caret in front of the RI02 and press enter.

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- b. On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - c. Press enter.
6. If the subject has different system numbers composed of different digits:
- a. Over key the caret and press enter on the first one. Take note of the type of entries - MA10 (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```
GARCIA          JOSE          ANTONIO      SF  TYP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P  PR  A 0
CII             CII FCN             NCIC  FPC
FBI             FBI FCN             HENRY FPC             AFIS
-UID-          USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923          1151 W . 1ST ST          LOS ANGELES          CA 081292
<DA10 92225 095028 800 V-VC23152(B)  + ECM002 CL 111307          4TH
```

- b. Go back to the 2nd system number, over key the caret and press enter.

```
GARCIA          JOSE          SF  TY
S M R H HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042     CII FCN             NCIC  FPC
FBI 512676JC3   FBI FCN             HENRY FPC
-UID-          USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLDT 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901          2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D  + SDMCC
00851 1 WV657301          2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B)  + SDMCC
00852 1 M123480CA          2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242          + SDM009
```

- c. Decide which system number to use based on the type of entry each system number contains:
 - 1) Use the system number that has an active MA10.
 - 2) If there is no active MA10, use the system number with SR31.
 - 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
 - 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with DA.
 - 5) If both system numbers contain the same entries, use the oldest number.
 - 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
 - 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number, if necessary.
 - 8) Press enter.
7. Type information on the screen using the following format. Type is always "2", appearance type is "M", warrant type is "A", crime type is "M", county is "SD", crt type is "S", dept is "JUV". Information in red is always the same as the sample. Information in blue is obtained from the court document.

8. For court info: County = SD, Div should be on the court document - SB for South County (Chula Vista), NC for North County (Vista), SD for San Diego (Central) and EC for East County (El Cajon).
9. Write the warrant number and the issue date in the lower right-hand corner on the warrant and file it in the manual warrant files by warrant number (ignoring all letters).

Sample

```

MA01 01365231246   XF Y   WANT-WARRANT ENTRY           OPI D 1234   FT
DEFT NAME: LAST  DOE           FIRST JANE           MIDDLE DOMINIQUE   SUFX
AKA NAME: LAST           FIRST           MIDDLE           SUFX
DOB 122783 AGE           SEX F RACE B HT 5 04 WT 145 HAIR BLK EYE blk
RES: NBR 1234   ST any street           CTY san di ego           STATE ca ZCD 92111
BUS: NBR           ST           CTY           STATE           ZCD
EMPLOYER           TEL: AREA NBR
CII           FBI           LCL           LCR           SSN 123456789
OP LIC           STATE           VEH LIC           MAKE           STATE           YEAR           BODY
COLOR
----- WARRANT INFORMATION -----
WW NBR j cm123456           TYPE 2 RESTRICTED y BAIL           APPEAR TYPE m
ISSUE DATE 022102 OC-DATE           PBWDATE 110801           ORG CA03791 ASN
CA03791
CODE SEC           CD C CODE SEC           CD C CODE SEC           CD C
242           pc 1

WNT TYPE a CRIME TYPE m REASON CODE           SPEC INST
CRT INST *** dept 10 ***
MAGIS ka010 COURT INFO: COUNTY sd DIV sd CRT TYPE s DEPT j uv
----- SHERIFF INFORMATION ONLY -----
RMK           FT-DATE           FT-CODE
    
```

E. JUVENILE 40508(A) BENCH WARRANT

1. Run MA06 on the judge's name for the magistrate code. See section A and B.
2. Run MA10 Bwt # to verify it is not already entered for that subject. If it is entered
 - a. And is active, return the warrant to court via fax with the appropriate letter.
 - b. And cleared:
 - 1) Compare the issue date and the cleared date.
 - 2) If the issue date is the same as yours, it is a duplicate and do not enter the warrant.
 - 3) If the warrant was cleared on or before the issue date of yours, go to step 3.

3. Run RI01 on the name and any AKA's.
4. If there is no record found, clear the screen and type MA01 and go to step 7.
5. If the subject only has one system number or the identical system number listed multiple times:
 - a. Type a caret in front of the RI02 and press enter.
 - b. On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - c. Press enter.
6. If the subject has different system numbers composed of different digits:

```
GARCIA          JOSE          ANTONIO          SF  TP  S  DOB 051063 CDL
S  M  R  H  HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 PRSN  A 0
<RI02 92225 095028 ORG DA CASE  OTH  DA
GARCIA          JOSE          ANTONIO          SF  TP  S* DOB 051063 CDL
S  M  R  H  HT 511 WT 180 HC BLK EC BRO SSN 000-00-0000 PRSN  A 0
<RI02 92226 091832 ORG SH CHS  OTH  DA
```

- a. Over key the caret and press enter on the first one. Take note of the type of entries - MA screen (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```
GARCIA          JOSE          ANTONIO          SF  TYP S DOB 051063 CDL
S  M  R  H  HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P  PR  A 0
CII              CII FCN              NCIC  FPC
FBI              FBI FCN              HENRY FPC              AFIS
-UID-              USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923              1151 W . 1ST ST              LOS ANGELES              CA 081292
<DA10 92225 095028 800 V-VC23152(B)  + ECM002 CL 111307              4TH
```

- b. Go back to the 2nd system number, over key the caret and press enter.

```
GARCIA          JOSE          SF  TY
S  M  R  H  HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042      CII FCN              NCIC  FPC
FBI 512676JC3     FBI FCN              HENRY FPC
-UID-              USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLDT 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901              2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D  + SDMCC
00851 1 WV657301              2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B)  + SDMCC
00852 1 M123480CA              2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242      + SDM009
```


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- c. Decide which system number to use based on the type of entry each system number contains:
 - 1) Use the system number that has an active MA10.
 - 2) If there is no active MA10, use the system number with SR31.
 - 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
 - 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with a DA.
 - 5) If both system numbers contain the same entries, use the oldest number.
 - 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
 - 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - 8) Press enter.
7. Type information on the screen using the following format. **Information in blue is always the same as the sample. Information in red is obtained from the court document.**
8. PBW date is the date one year from the issue date.
9. Any scars, marks, or tattoos are typed in the "crt inst" field.
10. For court info: County = SD, Div should be on the court document - SB for South County (Chula Vista), NC for North County (Vista), SD for San Diego (Central) and EC for East County (El Cajon).
11. Write the warrant number and the issue date in the lower right-hand corner on the warrant and file it in the manual warrant files by warrant number (ignoring all letters).

Sample

```

MA01 01365231246   XF Y   WANT-WARRANT ENTRY   OPI D 1234   FT
DEFT NAME: LAST DOE   FIRST JANE   MIDDLE DOMI NI QUE   SUFX
AKA NAME: LAST      FIRST      MIDDLE
DOB 122783 AGE     SEX F RACE B HT 5 04 WT 145 HAIR BLK EYE blk
RES: NBR 1234   ST any street   CTY san di ego   STATE ca ZCD 92111
BUS: NBR      ST      CTY      STATE ZCD
EMPLOYER      TEL: AREA NBR
CII           FBI           LCL           LCR           SSN 123456789
OP LIC       STATE       VEH LIC       MAKE           STATE           YEAR           BODY
----- WARRANT INFORMATION -----
WW NBR jcm123456   TYPE 5 RESTRICTED y BAIL   APPEAR TYPE m
ISSUE DATE 022102 OC-DATE   PBWDATE 110801   ORG CA03791 ASN CA03791
CODE SEC         CD C   CODE SEC         CD C   CODE SEC         CD C
40508(a)         vc 1
WNT TYPE b CRIME TYPE m   REASON CODE           SPEC INST
CRT INST *** dept 10 ***
MAGIS ka010 COURT INFO: COUNTY sd DIV sd CRT TYPE s DEPT juv
----- SHERIFF INFORMATION ONLY -----
RMK                                     FT-DATE   FT-CODE
    
```

F. JUVENILE DETENTION ORDER

1. Run MA06 on the judge's name for the magistrate code. See section A and B.
2. Run MA10 Bwt # to verify it is not already entered for that subject. If it is entered
 - a. And is active, return the warrant to court via fax with the appropriate letter.
 - b. And cleared:
 - 1) Compare the issue date and the cleared date.
 - 2) If the issue date is the same as yours, it is a duplicate and do not enter the warrant.
 - 3) If the warrant was cleared on or before the issue date of yours, go to step 3.
3. Run RI01 on the name and any AKA's.
4. If there is no record found, clear the screen and type MA01 and go to step 7.
5. If the subject only has one system number or the identical system number listed multiple times:
 - a. Type a caret in front of the RI02 and press enter.
 - b. On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - c. Press enter.
6. If the subject has different system numbers composed of different digits:

```

GARCIA          JOSE          ANTONIO          SF TP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 PRSN A 0
<RI02 92225 095028 ORG DA CASE OTH DA
GARCIA          JOSE          ANTONIO          SF TP S* DOB 051063 CDL
S M R H HT 511 WT 180 HC BLK EC BRO SSN 000-00-0000 PRSN A 0
<RI02 92226 091832 ORG SH CHS OTH DA
    
```

- a. Over key the caret and press enter on the first one. Take note of the type of entries - MA screen (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```

GARCIA          JOSE          ANTONIO          SF TYP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P PR A 0
CII             CII FCN             NCIC FPC
FBI             FBI FCN             HENRY FPC             AFIS
-UID-          USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923          1151 W . 1ST ST          LOS ANGELES          CA 081292
<DA10 92225 095028 800 V-VC23152(B) + ECM002 CL 111307 4TH
    
```

- b. Go back to the 2nd system number, over key the caret and press enter.

```

GARCIA          JOSE                      SF  TY
S M R H HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042    CII FCN                      NCIC  FPC
FBI 512676JC3  FBI FCN                      HENRY FPC
-UID-          USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLDT 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901          2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D      + SDMCC
00851 1 WV657301          2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B)     + SDMCC
00852 1 M123480CA          2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242          + SDM009
    
```

- c. Decide which system number to use based on the type of entry each system number contains:
- 1) Use the system number that has an active MA10.
 - 2) If there is no active MA10, use the system number with SR31.
 - 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
 - 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with a DA.
 - 5) If both system numbers contain the same entries, use the oldest number.
 - 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
 - 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - 8) Press enter.
7. Type information on the screen using the following format. **Information in blue is always the same as the sample. Information in red is obtained from the court document.**
 8. PBW date is the date when the subject turns 18 years of age. If the subject is already over 18, return the warrant to the court with the appropriate letter.
 9. Any scars, marks, tattoos, drug use, gang activities, true findings, weapon notifications and any other safety issues are typed in the "crt inst" field. If there are none, type "**this is not a warrant, detention order only, detain in juvenile hall (or Polinsky Center).**"
 10. In the remarks field, type "**this is not a warrant, detention order only, detain in juvenile hall (or Polinsky Center).**"
 11. For court info: County = SD, Div should be on the court document - SB for South County (Chula Vista), NC for North County (Vista), SD for San Diego (Central) and EC for East County (El Cajon).
 12. Add any AKA's, DOB's, etc. to the RI04, if necessary.

- Write the warrant number and the issue date in the lower right-hand corner on the warrant and file it in the manual warrant files by warrant number (ignoring all letters).

Sample

```

MA01 01365231246      XF  Y      WANT-WARRANT ENTRY      OPI D 1234      FT
DEFT NAME: LAST DOE      FIRST JANE      MI DDLE DOMI NI QUE      SUFX
AKA NAME: LAST DOE      FIRST JANEY      MI DDLE      SUFX
DOB 122783 AGE      SEX F RACE B HT 5 04 WT 145 HAIR BLK EYE blk
RES: NBR 1234      ST any street      CTY san di ego      STATE ca ZCD 92111
BUS: NBR      ST      CTY      STATE ZCD
EMPLOYER      TEL: AREA NBR
CII      FBI      LCL      LCR      SSN 123456789
OP LIC      STATE      VEH LIC      MAKE      STATE      YEAR      BODY
COLOR
----- WARRANT INFORMATION -----
WW NBR 508857      TYPE 6 RESTRICTED y BAIL      APPEAR TYPE m
ISSUE DATE 022102 OC-DATE      PBWDATE 110801      ORG CA03791 ASN
CA03791
CODE SEC      CD C      CODE SEC      CD C      CODE SEC      CD C
JUVENILE DETENTION ORDER R
WNT TYPE W CRIME TYPE J REASON CODE      SPEC INST
CRT INST *SWASTIKA TATTOO L SHOULDER, SUBSTANCE ABUSE ISSUE & HIST VIOL
MAGIS ka010 COURT INFO: COUNTY sd DIV sd CRT TYPE s DEPT juv
----- SHERIFF INFORMATION ONLY -----
RMK this is not a warrant, detention order only, detain in juvenile hall
    
```

G. BENCH WARRANT FOR WITNESS (PC 1331)

PURPOSE:

A bench warrant for a witness is issued when a witness disobeys a subpoena by failing to appear or refusing to be sworn and testifying as a witness. The witness may be punished by the court for contempt. **The charge on the warrant must be PC1331 or 1332.**

- Run MA06 on the judge's name for the magistrate code. See Section A and B.
- Run MA10 Bwt # to verify it is not already entered for that subject. If it is entered
 - And is active, return the warrant to court via fax with the appropriate letter.
 - And cleared:
 - Compare the issue date and the cleared date.
 - If the issue date is the same as yours, it is a duplicate and do not enter the warrant.
 - If the warrant was cleared on or before the issue date of yours, go to step 3.
- Run RI01 on the name and any AKA's.
- If there is no record found, clear the screen and type MA01 and go to step 7.

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5. If the subject only has one system number or the identical system number listed multiple times:
 - c. Type a caret in front of the RI02 and press enter.
 - d. On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - e. Press enter.
6. If the subject has different system numbers composed of different digits:

```
GARCIA          JOSE          ANTONIO          SF TP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 PRSN A 0
<RI02 92225 095028 ORG DA CASE OTH DA
GARCIA          JOSE          ANTONIO          SF TP S* DOB 051063 CDL
S M R H HT 511 WT 180 HC BLK EC BRO SSN 000-00-0000 PRSN A 0
<RI02 92226 091832 ORG SH CHS OTH DA
```

- a. Over key the caret and press enter on the first one. Take note of the type of entries - MA screen (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```
GARCIA          JOSE          ANTONIO          SF TYP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P PR A 0
CII CII FCN NCIC FPC
FBI FBI FCN HENRY FPC AFIS
-UID- USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923 1151 W . 1ST ST LOS ANGELES CA 081292
<DA10 92225 095028 800 V-VC23152(B) + ECM002 CL 111307 4TH
```

- b. Go back to the 2nd system number, over key the caret and press enter.

```
GARCIA          JOSE          SF TY
S M R H HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042 CII FCN NCIC FPC
FBI 512676JC3 FBI FCN HENRY FPC
-UID- USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLDT 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901 2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D + SDMCC
00851 1 WV657301 2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B) + SDMCC
00852 1 M123480CA 2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242 + SDM009
```

- c. Decide which system number to use based on the type of entry each system number contains:
 - 1) Use the system number that has an active MA10.
 - 2) If there is no active MA10, use the system number with SR31.

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- 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
 - 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with a DA.
 - 5) If both system numbers contain the same entries, use the oldest number.
 - 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
 - 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - 8) Press enter.
7. Type information on the screen using the following format. **Information in blue is always the same as the sample. Information in red is obtained from the court document.**
 8. For court info: County = SD, Div should be on the court document - SB for South County (Chula Vista), NC for North County (Vista), SD for San Diego (Central) and EC for East County (El Cajon).
 9. Add any AKA's, date of births, etc. to the RI04, if necessary.
 10. Write the warrant number and the issue date in the lower right-hand corner on the warrant and file it in the manual warrant files by warrant number (ignoring all letters).

SAMPLE

```

MA01                                XF                                WANT-WARRANT ENTRY                                OPI D 9537                                FT
DEFT NAME: LAST SCHI ANO                                FIRST AUDRI E                                MIDDLE DOREEN                                SUF
AKA NAME: LAST                                FIRST                                MIDDLE                                SUF
DOB 013175 AGE SEX F RACE H HT 5 01 WT 135 HAIR BLK EYE BRO                                STATE                                ZCD
RES: NBR                                ST                                CTY                                STATE                                ZCD
BUS: NBR                                ST                                CTY                                STATE                                ZCD
EMPLOYER                                TEL: AREA                                NBR
CII                                FBI                                LCL                                LCR                                SSN 545778
OP LIC                                STATE                                VEH LIC                                STATE                                YEAR
                                                MAKE                                COLOR                                BODY
----- WARRANT INFORMATION -----
WW NBR SCE201046                                TYPE 5 RESTRICTED N BAIL 250000                                APPEAR TYP M
ISSUE DATE 111500 OC-DATE                                PBWDATE                                ORG CA03701 ASN CA03701
CODE SEC                                CD C                                CODE SEC                                CD
1331                                PC 1
WNT TYPE B CRIME TYPE M REASON CODE                                SPEC INST
CRT INST FIRST COURT DATE AT DEPT 9 @ 0830 HOURS AFTER APPREHENSION
MAGIS PRO08 COURT INFO: COUNTY SD DIV EC CRT TYPE S DEPT 9
----- SHERIFF INFORMATION ONLY -----
RMK                                FT-DATE                                FT-CODE
    
```

H. FEDERAL WARRANT

1. Run MA06 on the judge's name for the magistrate code. See Section A and B.
2. Run MA10 Bwt# to verify it is not already entered for that subject. If it is,
 - c. And is active, return the warrant to court with the appropriate letter
 - d. And cleared:
 - 1) Compare the issue date and the cleared date.
 - 2) If the issue date is the same as yours, it is a duplicate and do not enter the warrant.
 - 3) If the warrant was cleared on or before the issue date of yours, go to step 3.
3. Run RI01 on the name and any AKA's.
4. If there is no record found, clear the screen and type MA01. Go to step #7.
5. If the subject only has one system number or the identical system number listed multiple times:
 - a. Type a caret in front of the RI02 and press enter.
 - b. On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - c. Press enter.
6. If the subject has different system numbers composed of different digits:
 - a. Over key the caret and press enter on the first one. Take note of the type of entries - MA10 (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```
GARCIA          JOSE          ANTONIO      SF  TYP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P  PR  A 0
CII             CII FCN             NCIC  FPC
FBI             FBI FCN             HENRY FPC             AFIS
-UID-          USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923          1151 W . 1ST ST          LOS ANGELES          CA 081292
<DA10 92225 095028 800 V-VC23152(B)  + ECM002 CL 111307          4TH
```

- b. Go back to the 2nd system number, over key the caret and press enter.

```
GARCIA          JOSE          SF  TY
S M R H HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042    CII FCN             NCIC  FPC
FBI 512676JC3  FBI FCN             HENRY FPC
-UID-          USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLDT 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901          2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D  + SDMCC
00851 1 WV657301          2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B)  + SDMCC
00852 1 M123480CA          2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242          + SDM009
```

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- c. Decide which system number to use based on the type of entry each system number contains:
 - 1) Use the system number that has an active MA10.
 - 2) If there is no active MA10, use the system number with SR31.
 - 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
 - 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with DA.
 - 5) If both system numbers contain the same entries, use the oldest number.
 - 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
 - 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number, if necessary.
 - 8) Press enter.
7. Type information on the screen using the following format. **Information in blue is always the same as the sample. Information in red is obtained from the court document.**
8. For the code section, type the USC first and then the original charge after it. If there is no original charge listed, do not return the warrant to court. Only type the USC code violation.
9. If there are any scars, marks or tattoos, type them in the court instructions field.
10. If there are any AKA's, additional dates of birth, etc., add them to the RI04 screen if necessary.
11. Write the subject's last name and first name on the warrant. Underneath the name, write the warrant number. File the warrant alphabetically in the yellow federal warrant file.

Sample

```

MA01                XF                WANT-WARRANT ENTRY                OPI D 9537                FT
DEFT NAME: LAST  Gonzal es                FIRST Juan                MIDDLE carl os                SUFX
AKA NAME: LAST  garci a                FIRST rafael                MIDDLE l opez                SUFX
DOB 101072 AGE                SEX m RACE h HT 5 05 WT 140 HAIR bro EYE bro
RES: NBR 2830                ST terrace pi ne dr CTY san ysi dro                STATE ca ZCD 92173
BUS: NBR                ST                CTY                STATE                ZCD
EMPLOYER                TEL: AREA                NBR
CII 12345678                FBI 0123fbi 04                LCL                LCR                SSN 546896592
OP LIC a8920518                STATE ca                VEH LIC                STATE                YEAR
                MAKE                COLOR                BODY
    
```

```

----- WARRANT INFORMATION -----
WW NBR 98cr3320gt                TYPE 8 RESTRICTED n BAIL                APPEAR TYPE m
ISSUE DATE 101800                OC-DATE                PBWDATE                ORG Causm03                ASN CA03701
CODE SEC                CD C                CODE SEC                CD C                CODE SEC                CD C
18 usc 3606                us 1                viol prob                xx x                smuggling ali ens
    
```

```

WNT TYPE F CRIME TYPE U                REASON CODE                SPEC INST
CRT INST
MAGIS TH021 COURT INFO: COUNTY FD DIV SI CRT TYPE F DEPT FED
----- SHERIFF INFORMATION ONLY -----
                FT-DATE                FT-CODE
RMK
    
```


I. MISDEMEANOR PAROLE VIOLATOR ARREST WARRANT

1. Run MA06 on the judge's name for the magistrate code. See Section A and B.
2. Run MA10 Bwt# to verify it is not already entered for that subject. If it is,
 - e. And is active, return the warrant to court with the appropriate letter
 - f. And cleared:
 - 1) Compare the issue date and the cleared date.
 - 2) If the issue date is the same as yours, it is a duplicate and do not enter the warrant.
 - 3) If the warrant was cleared on or before the issue date of yours, go to step 3.
3. Run RI01 on the name and any AKA's.
4. If there is no record found, clear the screen and type MA01. Go to step #7.
5. If the subject only has one system number or the identical system number listed multiple times:
 - a. Type a caret in front of the RI02 and press enter.
 - b. On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - c. Press enter.
6. If the subject has different system numbers composed of different digits:
 - a. Over key the caret and press enter on the first one. Take note of the type of entries - MA10 (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```
GARCIA          JOSE          ANTONIO          SF  TYP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P  PR  A 0
CII             CII FCN             NCIC  FPC
FBI             FBI FCN             HENRY FPC             AFIS
-UID-          USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923          1151 W . 1ST ST          LOS ANGELES          CA 081292
<DA10 92225 095028 800 V-VC23152(B)  + ECM002 CL 111307          4TH
```

- b. Go back to the 2nd system number, over key the caret and press enter.

```
GARCIA          JOSE          SF  TY
S M R H HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042     CII FCN             NCIC  FPC
FBI 512676JC3   FBI FCN             HENRY FPC
-UID-          USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLDT 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901          2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D  + SDMCC
00851 1 WV657301          2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B)  + SDMCC
00852 1 M123480CA          2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242          + SDM009
```

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- c. Decide which system number to use based on the type of entry each system number contains:
 - 1) Use the system number that has an active MA10.
 - 2) If there is no active MA10, use the system number with SR31.
 - 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
 - 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with DA.
 - 5) If both system numbers contain the same entries, use the oldest number.
 - 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
 - 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number, if necessary.
 - 8) Press enter.
- 7. Type information on the screen using the following format. **Information in blue is always the same as the sample. Information in red is obtained from the court document.**
- 8. Court instructions and remarks are always **"Notify CPAC M-F at 858-614-7650, after hrs, weekends/hol at 858-565-5080 when arrested"**.
- 9. If there are any AKA's, additional dates of birth, etc., add them to the RI04 screen if necessary.
- 11. Write the warrant number and the issue date in the lower right-hand corner on the warrant and file it in the manual warrant files by warrant number (ignoring all letters).

Sample

```

MA01 981030229550000 XF          WANT-WARRANT ENTRY          OPI D 3460 FT
DEFT NAME: LAST HAWTHORNE      FIRST JOHN          MIDDLE THOMAS      SUFX
AKA NAME: LAST FIRST          MIDDLE SUFX
DOB 122753 AGE SEX M RACE W HT 5 07 WT 153 HAIR BRO EYE BRO
RES: NBR 42214 ST STONEWOOD RD #F CTY TEMECULA STATE CA ZCD 92591
BUS: NBR ST CTY STATE ZCD 00000
EMPLOYER TEL: AREA 000 NBR 000 0000
CII 04549851 FBI 329681R8 LCL LCR SSN 562903428
OP LIC STATE VEH LIC STATE YEAR
MAKE COLOR BODY
----- WARRANT INFORMATION -----
WW NBR CN078981PB TYPE 2 RESTRICTED N BAIL NO BAIL APPEAR TYPE M
ISSUE DATE 021003 OC-DATE 000000 PBWDATE 000000 ORG CA03701 ASN CA03701
CODE SEC CD C CODE SEC CD C CODE SEC CD C
PAROLE VI OLATOR XX X ORIGINAL CHARGE XX X 23152(a) VC 1
WNT TYPE A CRIME TYPE M REASON CODE SPEC INST
CRT INST NOTIFY CPAC M-F AT 858-614-7650, AFTER HRS, WEEKENDS/HOL 858-565-
MAGIS C0137 COURT INFO: COUNTY SD DIV SD CRT TYPE DEPT
----- SHERIFF INFORMATION ONLY -----
FT-DATE FT-CODE
RMK 5080 WHEN ARRESTED *
    
```

J. 1993 CCP BENCH WARRANT

PURPOSE:

1993 CCP warrants are entered according to the charge in the lower right-hand corner of the form, regardless of whether or not it is a witness warrant or not, as stated on the fax sheet or additional court documents

1. Run MA06 on the judge's name for the magistrate code. See Section A and B.
2. Run MA10 Bwt# to verify it is not already entered for that subject. If it is,
 - a. And is active, return the warrant to court with the appropriate letter
 - b. And cleared:
 - 1) Compare the issue date and the cleared date.
 - 2) If the issue date is the same as yours, it is a duplicate and do not enter the warrant.
 - 3) If the warrant was cleared on or before the issue date of yours, go to step 3.
3. Run RI01 on the name and any AKA's.
4. If there is no record found, clear the screen and type MA01. Go to step #7.
5. If the subject only has one system number or the identical system number listed multiple times:
 - a. Type a caret in front of the RI02 and press enter.
 - b. On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - c. Press enter.
6. If the subject has different system numbers composed of different digits:
 - a. Over key the caret and press enter on the first one. Take note of the type of entries - MA10 (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```

GARCIA          JOSE          ANTONIO          SF  TYP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P  PR  A 0
CII              CII FCN              NCIC  FPC
FBI              FBI FCN              HENRY FPC              AFIS
-UID-              USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923              1151 W . 1ST ST              LOS ANGELES              CA 081292
<DA10 92225 095028 800 V-VC23152(B)  + ECM002 CL 111307              4TH
    
```

- b. Go back to the 2nd system number, over key the caret and press enter.

```

GARCIA          JOSE          SF   TY
S M R H HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042    CII FCN          NCIC  FPC
FBI 512676JC3  FBI FCN          HENRY FPC
-UID-          USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLDT 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901          2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D      + SDMCC
00851 1 WV657301          2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B)    + SDMCC
00852 1 M123480CA        2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242          + SDM009
    
```

- c. Decide which system number to use based on the type of entry each system number contains:
- 1) Use the system number that has an active MA10.
 - 2) If there is no active MA10, use the system number with SR31.
 - 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
 - 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with DA.
 - 5) If both system numbers contain the same entries, use the oldest number.
 - 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
 - 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number, if necessary.
 - 8) Press enter.

10. The PWB Date is the expiration date on the warrant (if it has one).

11. Type information on the screen using the following format. **Information in blue is always the same as the sample. Information in red is obtained from the court document.**

12. For court info: County = SD, Div should be on the court document - SB for South County (Chula Vista), NC for North County (Vista), SD for San Diego (Central) and EC for East County (El Cajon).

13. CRT INST is any scars, marks or tattoos. If there are none, type the following if it is not crossed off the warrant: **RLS FRM CUST OR DO NOT BOOK IF UNABLE TO BE TAKEN TO CT WITHIN 12HRS**

14. If there is an expiration date, print the MA10 screen, highlight the expiration date, and place it in the yellow **Recall** folder in the Warrant bin.

15. Write the warrant number and the issue date in the lower right-hand corner on the warrant and file it in the manual warrant files by warrant number (ignoring all letters).

Sample

```

MA01 01365231246   XF  Y   WANT-WARRANT ENTRY           OPI D 1234   FT
DEFT NAME: LAST  DOE           FIRST  JANE           MIDDLE DOMINIQUE  SUFX
AKA NAME: LAST           FIRST           MIDDLE  SUFX
DOB 122783 AGE     SEX F RACE B HT 5 04 WT 145 HAIR BLK EYE blk
RES: NBR 1234   ST any street   CTY san diego   STATE ca ZCD 92111
BUS: NBR           ST           CTY           STATE ZCD
EMPLOYER           TEL: AREA NBR
CII           FBI           LCL           LCR           SSN 123456789
OP LIC           STATE           VEH LIC           STATE           YEAR
MAKE           COLOR           BODY
----- WARRANT INFORMATION -----
WW NBR jcm123456   TYPE 2 RESTRICTED y BAIL           APPEAR TYPE m
ISSUE DATE 022102 OC-DATE           PBWDATE 110801   ORG CA03791 ASN CA03791
CODE SEC           CD C   CODE SEC           CD C   CODE SEC           CD C
242           pc 1
WNT TYPE a CRIME TYPE m REASON CODE           SPEC INST
CRT INST *** dept 10 ***
MAGIS ka010 COURT INFO: COUNTY sd DIV sd CRT TYPE s DEPT juv
----- SHERIFF INFORMATION ONLY -----
FT-DATE           FT-CODE
RMK
    
```

K. ADULT INFRACTION BENCH WARRANT

PURPOSE:

Adult Infraction Bench warrants are for charges that are infractions. If the charge is 166 PC or 1209 CCP, follow the instructions for entering adult bench warrants.

1. Run MA06 on the judge's name for the magistrate code. See Section A and B.
2. Run MA10 Bwt# to verify it is not already entered for that subject. If it is,
 - a. And is active, return the warrant to court with the appropriate letter
 - b. And cleared:
 - 1) Compare the issue date and the cleared date.
 - 2) If the issue date is the same as yours, it is a duplicate and do not enter the warrant.
 - 3) If the warrant was cleared on or before the issue date of yours, go to step 3.
3. Run RI01 on the name and any AKA's.
4. If there is no record found, clear the screen and type MA01. Go to step #7.
5. If the subject only has one system number or the identical system number listed multiple times:
 - a. Type a caret in front of the RI02 and press enter.
 - b. On any line with a caret, over key the caret, type MA01 and delete the space in the

system number if necessary.

c. Press enter.

6. If the subject has different system numbers composed of different digits:

a. Over key the caret and press enter on the first one. Take note of the type of entries - MA10 (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```
GARCIA          JOSE          ANTONIO      SF  TYP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P  PR  A 0
CII             CII FCN             NCIC  FPC
FBI             FBI FCN             HENRY FPC             AFIS
-UID-          USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923          1151 W . 1ST ST          LOS ANGELES          CA 081292
<DA10 92225 095028 800 V-VC23152(B)  + ECM002 CL 111307      4TH
```

b. Go back to the 2nd system number, over key the caret and press enter.

```
GARCIA          JOSE          SF  TY
S M R H HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042    CII FCN             NCIC  FPC
FBI 512676JC3  FBI FCN             HENRY FPC
-UID-          USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLDT 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901          2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D  + SDMCC
00851 1 WV657301          2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B)  + SDMCC
00852 1 M123480CA          2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242      + SDM009
```

c. Decide which system number to use based on the type of entry each system number contains:

- 1) Use the system number that has an active MA10.
- 2) If there is no active MA10, use the system number with SR31.
- 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
- 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with DA.
- 5) If both system numbers contain the same entries, use the oldest number.
- 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
- 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number, if necessary.
- 8) Press enter.

7. Type information on the screen using the following format. Information in blue is always the same as the sample. Information in red is obtained from the court document.

8. For court info: County = SD, Div should be on the court document - SB for South County (Chula Vista), NC for North County (Vista), SD for San Diego (Central) and EC for East County (El Cajon).
9. Write the warrant number and the issue date in the lower right-hand corner on the warrant and file it in the manual warrant files by warrant number (ignoring all letters).

Sample

```

MA01 01249053708      XF      WANT-WARRANT ENTRY      OPID 9537      FT
DEFT NAME: LAST  NWADI KE      FIRST  ONYEDI KA      MIDDLE EMMANUEL      SUFFIX
AKA NAME: LAST      FIRST      MIDDLE      SUFFIX
DOB 041783 AGE      SEX M RACE B HT 5 10 WT 190 HAIR BLK EYE BLK      ZCD
RES: NBR      ST      CTY      STATE      ZCD
BUS: NBR      ST      CTY      STATE      ZCD
EMPLOYER      TEL: AREA      NBR      SSN
CII      FBI      LCL      LCR      STATE      YEAR
OP LIC      STATE      VEH LIC      COLOR      BODY
----- WARRANT INFORMATION -----
WW NBR 51503      TYPE 5 RESTRICTED n BAIL      APPEAR TYPE m
ISSUE DATE 110600 OC-DATE      PBWDATE      ORG CA03791 ASN CA03791
CODE SEC      CD C      CODE SEC      CD C      CODE SEC      CD C
48293      EC 1
WNT TYPE b CRIME TYPE i      REASON CODE      SPEC INST
CRT INST Dept #009
MAGIS da032 COURT INFO: COUNTY sd DIV sd CRT TYPE s DEPT juv
----- SHERIFF INFORMATION ONLY -----
RMK      FT-DATE      FT-CODE

                SysAvl      Appl
    
```

L. OUT-OF-COUNTY WARRANT (ATTEMPT SERVICE)

PURPOSE:

An out-of-county warrant is an attempt service received from an agency outside of San Diego County, but within the state of California. The agency has a warrant on a subject that lives in San Diego County. The agency wishes for us to serve the warrant on the subject. In order to serve the warrant, the warrant must be entered into the local system.

1. Place requests in date order of receipt.
2. Paperclip any paperwork concerning the same person.

3. Process the oldest request from start to finish.
4. Run MA09 on name, dob to make sure it is not already entered.
5. Verify address is in San Diego County. If not, send a teletype to the agency stating our policy.
6. Log onto [eSun>State>Wanted Persons>Wanted Persons Name Inquiry](#) to obtain information on the out-of-county agency. The warrant must be entered into WPS.
7. Run MA06 on judge's name for the magistrate code. If the agency is the California Youth Authority, the magistrate code is [AU004](#). See Section A and B.
8. Run RI01 on the name and any AKA's.
9. If there is no record found, clear the screen and type MA01. Go to step #12.
10. If the subject only has one system number or the identical system number listed multiple times:
 - a. Type a caret in front of the RI02 and press enter.
 - b. On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - c. Press enter.
11. If the subject has different system numbers composed of different digits:
 - a. Over key the caret and press enter on the first one. Take note of the type of entries - MA10 (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```

GARCIA          JOSE          ANTONIO          SF  TYP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P PR A 0
CII              CII FCN              NCIC FPC
FBI              FBI FCN              HENRY FPC              AFIS
-UID-              USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923              1151 W . 1ST ST              LOS ANGELES              CA 081292
<DA10 92225 095028 800 V-VC23152(B) + ECM002 CL 111307              4TH
    
```


- b. Go back to the 2nd system number, over key the caret and press enter.

```

GARCIA          JOSE          SF   TY
S M R H HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042    CII FCN          NCIC  FPC
FBI 512676JC3  FBI FCN          HENRY FPC
-UID-          USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLDT 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901          2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D + SDMCC
00851 1 WV657301          2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B) + SDMCC
00852 1 M123480CA          2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242 + SDM009
    
```

- c. Decide which system number to use based on the type of entry each system number contains:
- 1) Use the system number that has an active MA10.
 - 2) If there is no active MA10, use the system number with SR31.
 - 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
 - 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with DA.
 - 5) If both system numbers contain the same entries, use the oldest number.
 - 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
 - 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number, if necessary.
 - 8) Press enter.

12. Type information on the screen using the following format. **Information in blue is always the same as the sample. Information in red is obtained from the court document.**

13. The PBW Date is 90 days from the date the teletype was sent.

14. Change the ORG to **FOR3701**

15. Warrant type is "A" for an arrest warrant and "B" for a bench warrant. For teletypes from the California Youth Authority which do not state the type of warrant, type "A".

16. Print the MA10 screen and attach the query printout and the Attempt Service teletype.

17. Write the warrant # and issue date on lower right-hand corner of the warrant, and file it in the manual warrant file by warrant number, ignoring any letters.

Sample

```

MA01 01249053708      XF      WANT-WARRANT ENTRY      OPI D 9537      FT
DEFT NAME: LAST NWADI KE      FIRST ONYEDI KA      MI DDLE EMMANUEL      SUFX
AKA NAME: LAST      FIR ST      MI DDLE      SUFX
DOB 041783 AGE      SEX M RACE B HT 5 10 WT 190 HAIR BLK EYE BLK
RES: NBR      ST      CTY      STATE      ZCD
BUS: NBR      ST      CTY      STATE      ZCD
EMPLOYER      TEL: AREA      NBR
CII      FBI      LCL      LCR      SSN
OP LIC      STATE      VEH LIC      STATE      YEAR
      MAKE      COLOR      BODY
----- WARRANT INFORMATION -----
WW NBR SWF51503248      TYPE 1 RESTRICTED n BAIL      APPEAR TYPE m
ISSUE DATE 110600 OC-DATE      PBWDATE 100901 ORG CA03791 ASN CA03791
CODE SEC      CD C      CODE SEC      CD C      CODE SEC      CD C
11377(a)      HS 1
WNT TYPE B CRIME TYPE F REASON CODE      SPEC INST
CRT INST T-A THREE LAKES MUNI CT PERRIS, CA MNEMONIC RSWO *
MAGIS HA089 COURT INFO: COUNTY      DIV CRT TYPE      DEPT
----- SHERIFF INFORMATION ONLY -----
RMK 070901 90-D WKG ABS FRM RIVERSIDE COSO (909) 955-2430 EXP 100901 INFO FILE
    
```

QW PRINT OUT SAMPLE

```

4SEI0TM3W00.IR
CA0379110 RE: QVC. CA0379110.NAM/HULL,PATRICE
MATCH MADE ON NAM/HULL,PATRICE
NAME FIELD SEARCH REVEALS:

HIT 001

HIT MADE ON NAM/HULL,PATRICE
ORI/CA0330020 FCN/4090031402930
NAM/HULL,PATRICE 19560619 F W 506 125 BRO BRO
DOW/20001017 WAR/PEF002682 OFF/5599 HEALTH/SAFETY FEL ENT/1
BAIL/25,000
SOC/550829108
OLN/D1314008.CA.01
IMMEDIATELY CONFIRM WITH CA0330020 RIVERSIDE CO SO-WARRANTS
MNE/RWB0 TELEPHONE 909 955-2454

1RWB0WRTABS.SMR0/SMR0.
    
```

ATTEMPT SERVICE SAMPLE

***** REQUEST CERTIFIED WARRANT ABSTRACT *****
** ATTEMPT SERVICE VALID FOR 90 DAYS. NOT VALID FOR BOOKING**

SAN DIEGO COUNTY SHERIFF // CENTERAL WARRANTS
NOT VALID FOR BOOKING. CALL FOR CERTIFIED ABSTRACT.
INITIATING AGCY:OTCY RPT NBR: WRT NBR:PEF002682
HULL,PATRICE
AKA:
DOB: 06 19 1952 DESC: FW 506 125 BRO BRO OPL:D1314008 CA
RES:321 MAR VISTA DR VISTA CA
THREE-LAKES MUNICIPAL COURT – PERRIS TYPE:FELONY
ISSUED:10-17-2000 BY:HANKS, JAY
VIOL: HS11377 BW BAIL: \$25,000.00
ENDORSED FOR NIGHT SERVICE MANDATORY APPEARANCE IS REQUIRED
PLEASE HOLD AUTHORITY OUR WRNT & ADVISE IF SUBJ BAILS OR WHEN AVAIL
FOR P/U 7:30 MON THRU FRI
APP:227 N D ST, PERRIS CA 92370
RSW0 RIVERSIDE SHERIFF WRNTS 11-09-2000
OUTPUT MSG 015, FROM C/RWB TO TM3U TIME=21:22 11/09/00

SAMPLE OUT-OF-COUNTY MISEAMEANOR WARRANT

SCS SANTA CRUZ COUNTY SO
ATTN: WARRANTS
-----ATTEMPT SERVICE-----
RE: COBOS, RUDY SANDOVAL DOB:19570702 505 155 BRO/BLK
ADD: 560 RICHFIELD DRIVE EL CAJON CA92022
SSN: 556152337 DL#: N8228990
SMT: TAT CHEST
THIS DEP HOLDS THE FLWG WRNT ON THE ABOVE SUBJ. PLS ATTEMPT SERVICE
& PLACE OUR HOLD. IF SUBJ UNABLE TO BAIL WE WILL TRANSPORT. IF SUBJ
BAILS SET CRT DATE 3 WKS IN ADVANCE. SC MUNI 1 ARRAIGNMENTS ARE
DAILY AT 8:30 A.M. IF SUBJ BAILS PLS SEND BAIL DIRECTLY TO: 701 OCEAN ST.,
ROOM #340, SANTA CRUZ, CA.
WARRANT #W02020 ISS:20010607 JUDGE.MORSE CRT: 12
BAIL: 5,000.00 CHARGES: 11550A HS MISD 1320A PC MISD
MANDATORY COURT APPEARANCE, DO NOT RELEASE ON OWN RECOGNIZANCE
PLS DIRECT PICK UP REQUEST DIRECTLY TO TRANSPORTATION AT "SCK". THIS
TT ABSTRACT IS GOOD FOR 90 DAYS OR UNTIL RECALLED BY THE COURT.
TRACY, SHF=COR., SANTA
OUTPUT MSG 268, FROM C/BAJ TO TM3U TIME=0937 06/09/01

SAMPLE OF TELETYPE RESPONSE TO MISDEMEANOR ATTEMPT SERVICE

ATTN: SANTA CRUZ COUNTY SHERIFF WARRANTS DIVISION
SUBJ: COBOS, RUDY SANDOVAL
DOB: 07-02-57
YOUR WT #02020

PLEASE BE ADVISED THAT OUR OFFICE CAN ONLY WORK ** FELONY**
WARRANTS FROM OUT OF COUNTY AGENCIES. WE ARE UNABLE TO ATTEMPT
SERVICE ON THE ABOVE WARRANT BECAUSE OUR AGENCY DOES NOT SERVE
MISDEMEANOR WARRANTS.

REFER. K.TIPTON
WARRANT SECTION
RECORDS & ID DIVISION
SAN DIEGO COUNTY SHERIFF
858 974-2457
MNE/SMR0

ATTEMPT SERVICE CHECKLIST

NAME	
DOB	
PHYSICAL DESCRIPTORS	
SAN DIEGO ADDRESS	
WARRANT NUMBER	
SERVICE RESTRICTIONS (NIGHT / DAY ONLY)	
BAIL AMOUNT	
ISSUE DATE	
CHARGE (CA AGENCIES ONLY)	
ARREST / BENCH WARRANT	
FELONY / MISDEMEANOR	
COURT NAME	
ISSUING JUDGE NAME	
WARRANT IN NCIC/WPS	
COPY OF WARRANT (OUT OF STATE ONLY)	
MISC	

M. OUT-OF-STATE WARRANT (ATTEMPT SERVICE)

PURPOSE:

An out-of-state warrant is an attempt service received from an agency outside of the state of California. The agency has a warrant on a subject that lives in San Diego County. The agency wishes for us to serve the warrant on the subject. In order to serve the warrant, the warrant must be entered into the local system. We must have a copy of the warrant and it needs to already be entered into WPS.

1. Place requests in date order of receipt.
2. Paperclip any paperwork concerning the same person.
3. Process the oldest request from start to finish.
4. Verify you have a copy of the warrant. For the military, the Deserter/Absentee form will suffice.
5. Verify the address is in San Diego County. If it is not, send a teletype stating our policy (see the sample).
6. Go to [SDLaw>eSUN Web>Federal>NCIC Inquiries>Wanted Persons Inquiry \(R.QW\)](#). The name and date of birth inquiry or NIC # may also be used if it is available. The warrant must be entered into NCIC. If it is not, send a notification to the agency requesting the warrant to be entered into NCIC.
7. Run MA06 on the judge's name for the magistrate code. See Section A and B. For the military, the Commanding Officer's name will suffice.
8. Run MA09 on the subject's name and date of birth to verify it is not already entered.
9. Run RI01 on the name. If there is no record found, clear the screen and type MA01. Go to step 12.
10. If the subject only has one system number or the identical system number listed multiple times:
 - a. Type a caret in front of the RI02 and press enter.
 - b. On any line with a caret, over key the caret, type MA01 and delete the space in the system number if necessary.
 - c. Press enter. Go to step 12.

SAN DIEGO SHERIFF'S RECORDS & ID DIVISION - POLICIES & PROCEDURES MANUAL

11. If the subject has different system numbers composed of different digits:
- a. Over key the caret and press enter on the first one. Take note of the type of entries - MA10 (active or cleared), SR31, DA, SR06, FSD, MA11 or MA19.

```
GARCIA          JOSE          ANTONIO      SF  TYP S DOB 051063 CDL
S M R H HT 508 WT 175 HC BLK EC BRO SSN 000-00-0000 P  PR  A 0
CII             CII FCN             NCIC  FPC
FBI             FBI FCN             HENRY FPC             AFIS
-UID-          USER SUMMARIES DISPLAY IN GROUPS OF TWO LINES EACH
00800 1 C134923          1151 W . 1ST ST          LOS ANGELES          CA 081292
<DA10 92225 095028 800 V-VC23152(B)  + ECM002 CL 111307          4TH
```

- b. Go back to the 2nd system number, over key the caret and press enter.

```
GARCIA          JOSE          SF  TY
S M R H HT 507 WT 150 HC BLK EC BRO SSN 000-00-00
CII 26555042    CII FCN             NCIC  FPC
FBI 512676JC3  FBI FCN             HENRY FPC
-UID-          USER SUMMARIES DISPLAY IN GROUP
CHS- 11104050C DTE 011611 TYP B RLD T 022511 RMK
<SR31 92226 091832 09931 ADDR
00850 1 WZ765901          2179 O CEANVIEW BL
<DA10 92226 091832 850 V-PC647(F)D  + SDMCC
00851 1 WV657301          2868 W EBSTER AV
<DA10 92226 091832 851 V-VC23152(B)  + SDMCC
00852 1 M123480CA          2248 J ULIAN AVE.
<DA10 92226 091832 852 V-PC242          + SDM009
```

- c. Decide which system number to use based on the type of entry each system number contains:
 - 1) Use the system number that has an active MA10.
 - 2) If there is no active MA10, use the system number with SR31.
 - 3) If there is no active MA10 or SR31, use the system number with an inactive MA10.
 - 4) If there is no active MA10, SR31 or inactive MA10, then use the system number with DA.
 - 5) If both system numbers contain the same entries, use the oldest number.
 - 6) DO NOT TIE TO SR06, FSD, MA11 OR MA19.
 - 7) On any line with a caret, over key the caret, type MA01 and delete the space in the system number, if necessary.
 - 8) Press enter.

12. Type information on the screen using the sample format.

13. The PBW Date is 90 days from the date the teletype was sent.

SAN DIEGO SHERIFF'S RECORDS & ID DIVISION - POLICIES & PROCEDURES MANUAL

14. Change the ORG to **FOR3701**.
15. Warrant type is "A" for an arrest warrant and "B" for a bench warrant.
16. Add any AKA's, DOB's, DL#'s, SSN, HGT. WGT, hair or eye color in the RI04 screen if necessary.
17. If a photo is included, mail the original photo to Mail Stop O-32 Sgt Moore, Fugitive Task Force. Attach a copy of the photo to the MA10 printout.
18. Print the MA10 screen and attach the query printout and the Attempt Service teletype to the bottom half of the MA10.
19. Write the warrant # and issue date on lower right-hand corner of the warrant, and file it in the manual warrant file by warrant number, ignoring any letters.

Sample

```

MA01      XF      WANT-WARRANT ENTRY      OPI D 3531  FT
DEFT NAME: LAST  HULL      FIRST PATRI CE      MI DDLE      SUFX
AKA NAME: LAST  FIRST      MI DDLE      SUFX
DOB 061952  AGE      SEX F RACE W HT 5 06  WT 125  HAIR BRO  EYE BRO
RES: NBR 321  ST  MARVI STA DRIVE  CTY  VISTA  STATE CA  ZCD
BUS: NBR      ST      CTY      STATE      ZCD
EMPLOYER      TEL: AREA      NBR
CII      FBI      LCL      LCR      SSN
OP LIC D1314008  STATE CA  VEH LIC      STATE
YEAR

```

MAKE COLOR BODY

WARRANT INFORMATION

```

WW NBR PEF002682 TYPE 1 RESTRICTED N BAIL 250000  APPEAR TYPE M
ISSUE DATE 101700  OC-DATE  PBWDATE 090901  ORG FOR3701 ASN CA03701
CODE SEC 1551.1  CD C  CODE SEC  CD C  CODE SECTION  CD C
PC

```

```

WNT TYPE B CRIME TYPE F REASON CODE      SPEC INST
CRT INST T-A COMMON PLEAS CRT, TIFFIN, SENECA CO, OH ORI *OH0740000*
MAGIS HA089 COURT INFO: COUNTY DIV CRT TYPE DEPT
SHERIFF INFORMATION ONLY

```

FT-DATE FT-CODE

RMK 070901 CONFIRM W/SENECA COSO (419)447-3456 LT DERR EXP: 110901 INFO FILE

N. CONVERSION TABLE FOR COURTROOM NUMBERS

Current Courtroom Numbers	New Courtroom Numbers	JURIS Update Code
Dept. 11 (Criminal Supervising)	Dept. 102	012
Dept. 12 (Felony Arraignment)	Dept. 101	011
Dept. 1 (Misd. Arraignment)	Dept. 201	021
Dept. 2 (Misd. Arraignment)	Dept. 202	022
Presiding	Presiding	PRE
Asst. Presiding	Dept. 1001	101
Dept. 9 (DV/SC)	Dept. 1104	114
Dept. 17	Dept. 1103	113
Dept. 30	Dept. 1102	112
Dept. 29	Dept. 1101	111
High Security	Dept. 1204	124
Dept. 38	Dept. 1203	123
Dept. 3	Dept. 1202	122
Dept. 34	Dept. 1201	121
Double Jury	Dept. 1303	131
Dept. 23	Dept. 1302	132
Dept. 56	Dept. 1301	131
Criminal Trials	Dept. 1401	141
Dept. 14	Dept. 1504	154
Dept. 31	Dept. 1503	153
Dept. 6	Dept. 1502	152
Dept. 52	Dept. 1501	151
Dept. 47	Dept. 1604	164
Dept. 27	Dept. 1603	163
Dept. 39	Dept. 1602	162
Criminal Trials	Dept. 1601	161
Dept. 10	Dept. 1704	174
Dept. 50 (Asst. Criminal Supervising)	Dept. 1703	173
Dept. 25	Dept. 1702	172

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Dept. 48	Dept. 1701	171
Dept. 58	Dept. 1804	184
Dept. 53	Dept. 1803	183
Dept. 51	Dept. 1802	182
Dept. 36	Dept. 1801	181
Dept. 19	Dept. 1904	194
Dept. 18	Dept. 1903	193
Dept. 37	Dept. 1902	192
Dept. 35	Dept. 1901	191
Dept. 55	Dept. 2004	204
Dept. 57	Dept. 2003	203
Dept. 54	Dept. 2002	202
Dept. 59	Dept. 2001	201
Dept. 46	Dept. 2104	214
Dept. 40	Dept. 2103	213
Dept. 15	Dept. 2102	212
Dept. 49	Dept. 2101	211
Dept. 28	Dept. 2204	224
Dept. 32	Dept. 2203	223
Dept. 33	Dept. 2202	222
Dept. 26	Dept. 2201	221