NUMBER:	5.3
SUBJECT:	CONFIRM, CLEAR AND SEND ABSTRACTS
CATEGORY:	WARRANTS
DATE:	JULY 17, 2015
DATE REVISED:	JUNE 4, 2018
RELATED SECTIONS:	N/A
IN COMPLIANCE WITH:	CALIFORNIA PENAL CODE SECTION 850(b)

PURPOSE:

The purpose of this document is to provide instructions on how to send abstracts to local agencies, San Diego County jails, out-of-county agencies, and for federal warrants. It also covers how to send a 90-day abstract to out-of-county agencies and out-of-state agencies.

TABLE OF CONTENTS

A. Introduction

An abstract of a warrant is a summary of the information that is contained in a warrant and is as effective as the warrant itself in terms of arresting and booking a subject. California Penal Code Section 850(b) states that an abstract of a warrant shall contain the following information:

➢ Warrant number
➢ Issue date (Although the code section does not specify issue date, this is an important element in an abstract.)
➢ Charge
➢ Court or agency of issuance

- ➢ Subject's name
- ➢ Subject's description
- ➢ Subject's address
- ➢ Name of issuing magistrate or authority
- ➢ Whether the warrant has been certified for night service

There are two types of warrant abstracts, <u>booking</u> abstracts and <u>working</u> abstracts. A <u>booking</u> abstract is used when the subject is in custody, and a <u>working</u> abstract is used when an agency is looking for the subject in order to take him into custody.

B. ABSTRACTS FOR LOCAL AGENCIES (PD, SDSO, BUREAU OF CUSTOMS AND BORDER Protection (BCBP))

1. You must be signed on to the JURIS system in order to send warrant abstracts.

2. When a telephone call is received from PD, SDSO or BCBP to confirm, clear, and send an abstract, take note of the following: agency, caller's name, unit number or officer's name, and warrant number. If the caller is SDSO, ask for the station they want the abstract sent.

3. Bring up the warrant number by typing MA10 Bwarrant # (MA10 Bcd123456)

4. Verify the warrant is bookable by checking the Booking Acceptance Criteria (BAC):
    a. Click on the following link:
    https://ssp.sdsheriff.com/DSB/IPD/BOOKING%20ACCEPTANCE%20CRITERIA/Forms/AllItems.aspx
    b. Click on the most recent item. Look under the column "Warrant" and on the second page "Prop 47 - Acceptable Misdemeanor Charges - Field Arrest" and "Prop 64 - Adult Use of Marijuana Act - Field Arrest".
    c. If the warrant is not bookable, tell the agency it is a non-bookable warrant, are they sure they want it confirmed? If they say yes, go ahead and send it.

5. If the warrant is a manual warrant, pull the warrant from the files before confirming the warrant. The warrants for the current year are in the teal folders, filed by month, and then warrant number. Warrants for all other years are filed in the blue folders, by year, and then warrant number. **If the warrant cannot be found, DO NOT CONFIRM THE WARRANT, and notify the supervisor.**

6. Tell the caller "The warrant for Jane Smith is confirmed".

7. At the bottom of the screen, overlay MA10 with MA34 and press the enter or control key.

8.   On the first line, enter the printer mnemonic (obtained from the mnemonic list in the Appendix).

9. On the attention line, type the agency name or acronym and unit number (or officer's name).

10. OPID and Refer is your ARJIS number (or your first initial and last name, if preferred), arresting agency is the caller's agency acronym, and status is 208. Remarks field is today's date and time, agency name and unit number (or officer's name). See format below.

11. If the warrant is manual warrant, add "warrant to court" (or "warrant to Prob" if the warrant number begins with CPR) to the remarks. Stamp the back of the manual warrant with the "abstract" stamp, and write the agency name and unit number (or officer's name) on the line. Initial and date below the line. Place the warrant in the appropriate mail slot for the court.

12. Check the subject's name in the computer using the MA09 name inquiry format (MA09 Last name/First name//DOB) to obtain additional bookable warrants for the subject. Verify the warrants are bookable according to the Bookable Acceptance Criteria (BAC). If they are bookable, send the abstract(s) on the additional warrant(s). This will ensure all warrants for the subject will be cleared at the same time.

```
MA34                              WANT WARRANT SYSTEM
                                   COUNTY ABSTRACT
ABSTRACT TO c/ECIA_
ATTENTION san diego pd unit #841c_____
OPID 9537_ REFER  s.dickinson__     ARRESTING AGENCY sdpd___
LAST NAME HERNANDEZ          FIRST NAME RUBEN          ISSUE DATE
121001
WARRANT NO M847550DV      SEQ 000 TYPE-STATUS 208
REMARKS 011302 0151 hrs san diego pd unit 41c_____
TEXT PLEASE PLACE THIS ABSTRACT AS DETAINER, WARRANT BEING
RETURNED TO COURT IMMEDIATELY.  IF BAIL IS POSTED, PLEASE INFORM
US OF APPEARANCE DATE._____THANKS-__


    Today's date  Time    Repeat attention line   * Warrant to court
                                                    (or Prob) for a
                                                       manual wt
```

C. ABSTRACTS FOR COUNTY JAIL

1. When a telephone call is received from the jail to confirm, clear, and send an abstract, write down the following: jail, caller's name and ARJIS number, warrant number and booking number.

2. Bring up the warrant by MA10 B warrant # (MA10 Bcd123456).

3. **If the warrant is a manual warrant**, pull the warrant from the files before confirming the warrant. **If the warrant cannot be found, DO NOT CONFIRM THE WARRANT and notify the supervisor**.

4. Tell the caller "The warrant for Jane Smith is confirmed".

5. Overlay MA10 with MA34, and press the enter or control key.

6. On the first line, enter the printer mnemonic (obtain mnemonic from list in Appendix).

7. On the attention line, type the jail, the booking number, the caller's name and ARJIS number. If the caller does not want the name on the attention line, only type the ARJIS number.

8. OPID is your ARJIS number. Refer is your ARJIS number. You may also use your first initial and last name, if preferred. The arresting agency field is SDSO, status is 208. Remarks field is today's date and time, jail, booking number, caller's name and ARJIS number. See format below.

9. **If the warrant is a manual warrant, add *warrant to court * to the remarks**. Or, if the manual warrant number begins with **CPR**, add ***warrant to prob*** to the remarks. Stamp the back of the manual warrant with the "abstract" stamp, and write the jail name and booking number on the line. Initial and date below the line. Place the warrant in the appropriate slot for the court according to the court listed on the MA10 screen.

10. Run MA09 (MA09 last name/first name//0000YB) on the name to verify there are no other warrants on the subject. If an additional warrant is found, call the jail to see if they want the abstract. If so, send a MA34 abstract to the jail.

```
    MA34                        WANT WARRANT SYSTEM

                              COUNTY ABSTRACT
   ABSTRACT TO c/bzk0_____
   ATTENTION vista jail bkg #02123456 per eva arjis 1234  * 1 of 2 ____
   OPID 9537_ REFER  9537__    ARRESTING AGENCY sdso___
   LAST NAME SMITH            FIRST NAME GARY           ISSUE DATE 120301
   WARRANT NO M842901         SEQ 000 TYPE-STATUS 208
   REMARKS 01/13/02 0515 hrs vista jail bkg #02123456 per eva arjis 1234_
   TEXT PLEASE PLACE THIS ABSTRACT AS DETAINER, WARRANT BEING RETURNED TO
   COURT IMMEDIATELY.  IF BAIL IS POSTED, PLEASE INFORM US OF APPEARANCE
   DATE. _____
```

D. ABSTRACTS ON AN OUT-OF-COUNTY FOREIGN WARRANT

Sometimes an out-of-county agency asks us to enter one of their warrants into our computer system. When the subject is arrested, the local arresting agency calls us for the abstract.

1. Pull the due diligence from the manual warrant files.

2. Call the out-of-county agency to confirm the warrant is still valid. If it is valid, proceed to step 3. If it is not:
   a. Cancel the warrant with status 11
   b. Send a destroy abs teletype message (see sample)
   c. Shred the due diligence
   d. Stop at this step

3. Send a booking abstract (MA34) to the local agency.

4. Send Notify Foreign administrative message.

5. File the paperwork in the Due Diligence bin.

<mark>**Step 2a - If the warrant is not valid per the out-of-county agency, follow these samples**</mark>

```
MA34                          WANT WARRANT SYSTEM
                                COUNTY ABSTRACT
ABSTRACT TO MAXQ_____
ATTENTION CANCEL 9O-DAY WORKING ABS FROM FRESNO COSO_____
OPID 9537_ REFER  9537   ___   ARRESTING AGENCY SDSO ___
LAST NAME MCGRATH       FIRST NAME JOHN          ISSUE DATE 082800
WARRANT NO FOO9104928AA  SEQ OOO TYPE-STATUS 111
REMARKS O12801 9O-DAY WORKINGS ABS FROM FRESNO COSO CANCELED PER SAME
TEXT PLEASE PLACE THIS ABSTRACT AS DETAINER, WARRANT BEING RETURNED TO
COURT IMMEDIATELY.  IF BAIL IS POSTED, PLEASE INFORM US OF APPEARANCE
DATE. _____
_____THANKS-_
```

<mark>**Step 2b - Send a destroy abs teletype message**</mark>

- ➢ Click on SDLAW
- ➢ Click on eSUN Web
- ➢ Click on State
- ➢ Click on Administrative Message
- ➢ Type the mnemonic in the "Destination 4 Character CLETS Mnemonic or Group ID (In State Messaging):"
- ➢ "Select Message Type:" is AM
- ➢ Type or copy and paste the following text in the message window. Message formats are also located on the V drive in the Warrant Folder AMMRTEXT MESSAGES to copy and paste. **At the end of each line, press the return (enter) key for a hard return.**

To: Fresno County Sheriff Office Records Division
Re Subj: McGrath, John Michael   dob: 10/03/71, wt #F009104928AA

Please be advised the attempt service teletype abstract of your wt # sent to our division is being destroyed. Thanks for your cooperation.

Your name
San Diego County Sheriff
Records & ID Division/Warrant Section
858-974-2457

Step 3 - Send a booking abstract to the local agency

```
MA34                          WANT WARRANT SYSTEM
                                COUNTY ABSTRACT
 ABSTRACT TO c/BWCO__
 ATTENTION SAN DIEGO PD UNIT #231J_____
 OPID 9537_ REFER 9537 __    ARRESTING AGENCY SDPD _____
 LAST NAME MCGRATH      FIRST NAME JOHN          ISSUE DATE 082800
 WARRANT NO F009104928AA   SEQ 000 TYPE-STATUS 208
 REMARKS 012801 0046 HRS SAN DIEGO PD UNIT #231J NTYFORN TO FRESNO COSO
 TEXT PLEASE PLACE THIS ABSTRACT AS DETAINER, WARRANT BEING RETURNED TO
 COURT IMMEDIATELY.  IF BAIL IS POSTED, PLEASE INFORM US OF APPEARANCE
 DATE. _____
 _____THANKS-_
```

Step 4 - Send a "NTFYFORN" (NOTIFY FOREIGN) MESSAGE

- ➢ Click on SDLAW
- ➢ Click on eSUN Web
- ➢ Click on State
- ➢ Click on Administrative Message
- ➢ Type the mnemonic in the "Destination 4 Character CLETS Mnemonic or Group ID (In State Messaging):"
- ➢ "Select Message Type:" is AM
- ➢ Type or copy and paste the following text in the message window. Message formats are also located on the V drive in the Warrant Folder AMMRTEXT MESSAGES to copy and paste. **At the end of each line, press the return (enter) key for a hard return.**

Attn: Fresno County Sheriff Office Records Division
Subj: McGrath, John Michael   DOB: 10/03/71
Wt#: F009104928AA

Please be advised the above subject was arrested and booked by San Diego PD on your warrant on this date. You will be notified by San Diego County Sheriff when the subject is available, or you may contact the jail at (619)615-2427, mne *BWC*

Thanks for your cooperation,

Your name
San Diego County Sheriff
Records & ID Division/Warrant Section
(858) 974-2457

JAIL	TELEPHONE	MNEMONIC	ORI #
SDCJ	(619) 615-2427	C/BWC0	CA0370083
LAS COLINAS	(619) 258-3343	C/JAR0	CA0370029
VISTA	(760) 940-4486	C/BZK0	CA0370024
George Bailey	(619) 661-2650	C/BWC0 (SDCJ)	

E. ABSTRACTS ON A FEDERAL WARRANT

1. If an agency other than U.S. Marshal calls on a federal warrant
    a. Advise the agency that in order to place a Federal Warrant as an additional hold in our county jail, the subject must have a bookable primary charge.
    b. If there are no bookable field charges, ask the agency to call the Metropolitan Correction Center (MCC) @ (619) 557-6620 Ext 240 or 619 232-4311, and ask for Records or ISM to verify there is room at MCC.
    c. If it is between the hours of 8 pm and 8 am Monday through Friday, or 8 pm to 6:30 am on Saturday/Sunday, the jail will book on the federal warrants without a bookable primary charge.

2. Bring up the MA10 screen (MA10 space B warrant number)

3. Pull the warrant from the federal files.

4. Clear the warrant with MA34, in remarks type date, time and "Subj A & B by (agency name), warrant to USMO".

5. Stamp a scratch paper with the "Sheriff's File Cleared" stamp.

6. Mail the warrant with the scratch paper to mail-stop C-26, Attn: USMO.

<mark>Step 4 – Clear the warrant</mark>

```
MA34                         WANT WARRANT SYSTEM
                               COUNTY ABSTRACT
 ABSTRACT TO C/ECIA
 ATTENTION USMO DEPUTY SMITH_____
 OPID 9537_ REFER  9537_____   ARRESTING AGENCY USMO____
 LAST NAME PACHECO        FIRST NAME MARK        ISSUE DATE 102901
 WARRANT NO M833725       SEQ OOO TYPE-STATUS 208
 REMARKS O224O2 O5O2 HRS SUBJ A & B BY USMO DEP SMITH * WARRANT TO USMO *
 TEXT PLEASE PLACE THIS ABSTRACT AS DETAINER, WARRANT BEING RETURNED TO
 COURT IMMEDIATELY.  IF BAIL IS POSTED, PLEASE INFORM US OF APPEARANCE
 DATE. _____
 _____THANKS-__
 MAGISTRATE PEO13
```

F. ABSTRACTS FOR AN OUT-OF-COUNTY, IN-STATE AGENCY

1. Warrant must meet bookable criteria: must be a felony, or domestic violence related (or DV in the court instructions or in the warrant number), 166.4 for adult, 1209 CCP, 120280 HS, 290 PC, 368 PC elder abuse, a Commit, or bail amount where the digits are all 5's ($55,555.55) or $27,777.

2. Run MA09 on the subject's name to see if there are any other bookable warrants. If so, follow the steps below for each warrant. You may write both warrant numbers on the same yellow dispo slip.

3. Print the MA10 screen for each bookable warrant.

4. Fill out the yellow dispo slip W-51.

5. Pull the manual warrant, working abstract or other due diligence, if necessary.

6. Skip this step if TST ends in "00". If a working abstract was previously sent (the TST will not end in "00")
   a. Run MA04 C to cancel the working abstract.
   b. Only hit control once.
   c. Check the Ma10 screen - the TST should be "00".
   d. Only send a cancel abstract teletype to the agency the working abstract was sent to if it is different than the agency calling.

<mark>STEP 6a   MA04 C – CANCEL ABSTRACT</mark>

```
MAO3                          WANT WARRANT SYSTEM
                                CANCEL ABSTRACT

    OPID 9537_
    LAST NAME MORALES_____  FIRST NAME LUCIA          ISSUE DATE 050500
    WARRANT NO SCNO43435_____ SEQ OOO TYPE-STATUS ___ AGENCY _____
    REMARKS _____
```

<mark>STEP 6d   CANCEL ABSTRACT TELETYPE MESSAGE</mark>

   ➢ Click on SDLAW
   ➢ Click on eSUN Web
   ➢ Click on State
   ➢ Click on Administrative Message
   ➢ Type the mnemonic in the "Destination 4 Character CLETS Mnemonic or Group ID
   ➢ (In State Messaging):"
   ➢ "Select Message Type:" is AM
   ➢ Type or copy and paste the following text in the message window. Message formats are also located on the V drive in the Warrant Folder AMMRTEXT MESSAGES to copy and paste. **At the end of each line, press the return (enter) key for a hard return.**

***** CANCEL ABSTRACT *****

to: compton police department
re subject: morales, lucia
dob: 121359
our warrant #scn043435
address: 516 w poplar st, compton, ca

please cancel our "attempt service" abstract for the above named subject sent to your department on 10/27/01. the subject was arrested by los angeles pd on this date.

thanks for your cooperation.

your name
san diego county sheriff
records & id division
warrants section
(858) 974-2457

7. Send a hit confirmation response (MAYR).
    a. Log into SDLaw/County Local Inquiries
    b. Click on Wants/Warrants/ONS
    c. Type the warrant number in the appropriate field
    d. Scroll down and click on the warrant number if it does not appear.
    e. Right-click on the blue line starting with <MA10.
    f. Click on MAYR (In State)
    g. Type in the following fields
       (1) Destination list (mnemonic to out-of-county agency)
       (2) Confirmation Status
       (3) Remarks * **TELETYPE BOOKING ABSTRACT TO FOLLOW THIS MESSAGE** * AGENCY'S NAME, PER CALLER'S NAME *
    h. Click on Submit Hit Confirmation Response
    i. Click on Messages to verify the YR was sent. It will automatically print on the printer.

8. Send an abstract via the MA10 screen in JURIS. Type MA04 over MA10 and press enter. The abstract will print automatically on the printer. Verify the FCN cancelled by clicking on SDLaw/Messages.

```
      MA04                      WANT WARRANT SYSTEM
                                 ABSTRACT SCREEN
 ABSTRACT TO C/CON_____
 ATTENTION CONCORD PD DISPATCHER SARAH_____
 OPID 9296_ REFER  9537_____
 LAST NAME STOUT          FIRST NAME DAVID        ISSUE DATE 111401
 WARRANT NO ECR10853       SEQ 000 TYPE-STATUS 102
 REMARKS 021102 0249 HRS TTABS CONCORD PD DISPATCHER SARAH INFO TO PEND_
 TEXT PLEASE PLACE THIS ABSTRACT AS DETAINER AND ADVISE WHEN SUBJECT IS
 AVAILABLE FOR TRANSPORTATION, OR WHEN REQUIRED BAIL IS POSTED.  IF BAIL
 IS POSTED, PLEASE INFORM US OF APPEARANCE DATE ._____
 _____THANKS-__
 MAGISTRATE EX001
           ************* ABSTRACT STATUS CODE OPTIONS ****************
           01 - WORKING ABSTRACT (DO NOT OVERTYPE TEXT PORTION.  SHERIFF
```

9. Staple the yellow dispo slip, MAYR, and MA04 to the MA10 printout. If there is a manual warrant, staple it to the back of the MA10 printout. Place the due diligence in the Pend File.

G. 90-DAY WORKING ABSTRACTS

When a warrant meets the bookable criteria for out-of-county, and the address on the MA10 screen is outside of San Diego County but not out-of-state, a 90-day abstract is sent to the corresponding agency to serve the warrant on the subject.

1. Verify there is a FCN on the MA10 screen.

2. Print the MA10 screen if it is an electronic warrant. If it is a manual, you do not need to print the MA10, but pull the warrant from the manual warrant file.

3. Find out what **sheriff's** agency serves the address on the warrant by looking up the mnemonic or ORI# (for out-of-state addresses) in the directories provided.

4. To send the abstract, bring up MA10 screen and overlay with MA04. See sample below.

5. If the warrant is a felony, bring up the MA02 and add to the existing remarks * lets 2…* as stated on the MA10 printout.

6. Staple the abstract to the back of the manual warrant or cut the abstract in half and staple it to the MA10 printout and place in the manual warrant file.

Step 4 - SEND AND ABSTRACT VIA MA04

```
MAO4                        WANT WARRANT SYSTEM
                              ABSTRACT SCREEN
ABSTRACT TO C/rswO_____  _____
ATTENTION riverside coso ** attempt service **_____
OPID 9537__ REFER  9537
LAST NAME JESSIE           FIRST NAME NANCY        ISSUE DATE 110905
WARRANT NO CD100045        SEQ OO2 TYPE-STATUS 201
REMARKS 092108 90-D wkg abs riverside coso exp:122108 info file, noex doj
TEXT PLEASE PLACE THIS ABSTRACT AS DETAINER AND ADVISE WHEN SUBJECT IS
AVAILABLE FOR TRANSPORTATION, OR WHEN REQUIRED BAIL IS POSTED.  IF BAIL
IS POSTED, PLEASE INFORM US OF APPEARANCE DATE ._____
_____THANKS-__
MAGISTRATE WEO17
          ************* ABSTRACT STATUS CODE OPTIONS ******************
            O1 - WORKING ABSTRACT (DO NOT OVERTYPE TEXT PORTION. SHERIFF
                 REMARKS WILL DISPLAY ON THE ABSTRACT.)
            O2 - OUT-OF-COUNTY OR OUT-OF-STATE (DETAINER) (TEXT PORTION
               CAN BE OVERTYPED. SHERIFF RMKS WILL NOT DISPLAY ON ABSTRACT)


     SESSION PROCEEDS, KEY ADDITIONAL DATA - ENTER TO CONTINUE.
```