

NUMBER:	5.4
SUBJECT:	DA AND BAIL DUTY LINE TRANSACTIONS
CATEGORY:	WARRANTS
DATE:	JUNE 26, 2018
DATE REVISED:	
RELATED SECTIONS:	5.5 DUTY JUDGE LINE
IN COMPLIANCE WITH:	N/A

PURPOSE:

The purpose of this document is to educate and outline proper procedures for the Forced Blood Draws, Emergency Protective Orders Line (EPO), Parole Officer Warrants, Telephonic Search Warrant and Firearm Emergency Protective Orders (FEPO) process.

A. Forced Blood Draws

1. An officer will call and either specifies the call concerns a forced blood draw, or it will need to be confirmed with the officer.
2. Check the After-Hours On Call Deputy District Attorneys posted by the Telephonic Search Warrant Telephone for the DA with the least amount of tics.
3. Give the officer or deputy the DA's name and telephone number.
4. Place a tic next to the DA's name.
5. The officer will call the DA.
6. The DA will be responsible for contacting the magistrate and completing the Forced Blood Draw electronic paperwork. There is no 3-way conference call; however, there may be rare exceptions.

B. Emergency Protective Order Line

1. During day time hours, 8 am to 5 pm, Monday through Friday, excluding holidays, law enforcement will call the EPO Daytime Line at 619-844-2942 in order for a magistrate to approve an emergency protective order, including a firearms emergency protective order.
 - a. The law enforcement may call the Warrant Section regarding problems with the line.
 - b. If no one is answering the line, transfer the officer to the on-duty judge chambers.
 - c. If no one answers from the chambers, transfer the officer to the supervising judge.
 - d. If there is no answer, transfer the officer to a magistrate within the same judicial district.
 - e. Phone numbers may be found on the After-Hours Duty Schedule, or in the white binder labeled Duty Judge's Manual
 - f. NEVER GIVE OUT MAGISTRATES PERSONAL NUMBERS, INCLUDING HOME OR CELL PHONE NUMBERS.
 - g. Notify by e-mail Jonita Pierce, Dawn Robles and the Warrant Supervisors concerning

the problem.

- h. In the log book, write the date, time, your initials and ARJIS number in the left-hand margin, and write a description of the problem.
- i. For after hours, 5 pm to 7:59 am, Monday through Friday, or on holidays and weekends, law enforcement will call the After-Hour Duty Judge Line 858-974-2493. Follow the steps above concerning problems contacting a magistrate.

C. Parole Officer Request to Record a Warrant

1. The Warrant Section is responsible for recording a request for a warrant from a parole officer. The Warrant Section will only receive calls after hours Monday through Friday from 5 pm to 8 am, and all holidays and weekends. The procedure will be similar to a regular Telephonic Search Warrant call, except no Deputy District Attorney will be involved.
2. A parole officer will call on the Duty DA line (858) 974-2499 and request a recording for a warrant.
3. Ask the officer for his name, agency and telephone number. Write the information on the Parole Officer's Request to Record a Warrant work sheet located in the yellow folder.
4. Inform the officer of the on-call duty judge and write his name on the work sheet.
5. Ask the officer to hold while you conference the judge. Press the CONF button on the phone and dial 974-2493.
6. Tell the judge you are going to set up a recording for a parole officer's request to record a warrant.
7. Press the CONF button again to bring the judge on line with the officer.
8. Say "We should all be connected now. Judge, can you hear me?" Wait for his confirmation.
9. Say "Officer, can you hear me?" Wait for the confirmation.
10. Say "Can everyone hear each other clearly?" Wait for two confirmations. If someone was dropped, you will need to conference call them again by pressing the CONF button and dialing the number. Repeat the steps above.
11. Once the judge and officer confirm they can hear each other clearly, say "I will now connect you to the recorder". Press the CONF button and call the recorder (*9-1-619-450-7362).
12. If you mis-dial a number, you may drop that line by pressing the MENU button and then pressing the light gray button directly underneath the word DROP. You are only able to drop the last line called.
13. When the line connects after one ring, immediately press the CONF button to connect the judge and officer.
14. A recorded message will come on that tells the parties they are connected to the Telephonic Search Warrant system.
15. The recording will automatically begin after the initial announcement followed by a beep.
16. Stay on the line and listen carefully for the beep to signal the start of the recording. Once you hear the beep, gently hang up the receiver.
17. If you do not hear the beep, tell the officer that the recorder malfunctioned and that you are going to redial the system.

18. If the main recorder fails to answer or malfunctions, the second recorder may be used (619) 450-7363. The third recorder is (619) 450-7364.
19. Once you hang up, the lights and readouts on the phone will go dark. This indicates that the parole officer warrant was properly set up.
20. The recorder will automatically disconnect when all the parties hang up their own receivers, or when one of them presses the # key.
21. Complete the Parole Officer's Request to Record a Warrant work sheet with the date, time, your initials and ARJIS number.
22. Place the work sheet in the yellow folder behind the "Completed" tab.

D. Telephonic Search Warrant

1. The Sheriff's Department is responsible for monitoring telephonic search warrant calls. The actual recording is made on a web portal interface, and is the property of the San Diego Superior Court. The number to the telephonic search warrant phone is (858) 974-2499. Problems encountered with telephonic search warrants are reported directly to the Judicial Secretary at (619) 450-5116.
2. Most telephonic search warrants are done primarily after 5:00pm when there is an on-duty judge assigned after hours to authorize one. However, there may be times when a district attorney requests one before 5:00pm. In this case, the district attorney will need to secure a judge before we can set up the telephonic recording. Once a judge has been secured, the recording will be set up using the procedure described below.
3. An officer will call and ask for the name and number of the on-call DA.
 - a. Check the After-Hours On Call Deputy District Attorneys posted by the Telephonic Search Warrant Telephone for the DA with the least amount of tics.
 - b. Give the officer the DA's name and telephone number.
4. The **District Attorney** will call **(858) 974-2499** to let us know that they are ready to do a telephonic search warrant. Obtain the telephone numbers for the DA and the Officer from the DA, and write them down on the Telephonic Search Warrant Worksheet.
5. Place a tic next to the name of the DA on the After-Hours On Call Deputy District Attorneys sheet.
6. Press the **CONF** button and dial the **Officer's number** by dialing ***9** then the number given to you by the DA. Tell the Officer you are going to set up a telephonic search warrant. Press the **CONF** button again to bring the Officer on line with the DA. Ask the DA and the Officer if they can hear each other.
7. Press the **CONF** button again and dial the **Judge** by dialing **974-2493**. Ask the Judge if he or she is ready for the telephonic search warrant, and that you are going to connect all the parties at this time. Press the **CONF** button again to bring the judge on the line with the DA and the Officer.
8. Tell everyone on the line this message: *"We should all be connected, could the DA speak up please? Officer? Judge? Can everyone hear each other clearly?"* If everyone can hear each other clearly, tell the DA this message: *"Okay DA, I'm going to get the recorder at this time."*
9. Press the **CONF** button again and dial the recorder by dialing *** 9 1 (619) 450-7362**. When the line connects (after 1 ring) **immediately press the CONF button** to connect it with all the parties on line. A recorded message will come on that tells the parties they are logged on to the Telephonic Search Warrant System. The recording will

- automatically begin after the initial announcement followed by a beep.
10. If the main telephonic search warrant recorder fails to answer or malfunctions, the second recorder phone number is **(619) 450-7363**. The third recorder is **(619) 450-7364**
 11. Once you hang up all the lights and readouts on the phone will go dark. This indicates that the telephonic search warrant has been properly set up and there is nothing further for you to do. The recorder will automatically disconnect when all the parties have hung up their own receivers or when one of them presses the # key.
 12. If you mis-dialed a number, you may drop that person by pressing the **MENU** button, and then pressing the **light gray button** directly underneath the word **DROP**. You can only drop the last person called, so it is a good idea to make sure that each person added to the line can hear the existing parties and vice versa.
 13. Push the Call Forward button on the phone - the light should go out.
 14. Set the timer for 20 minutes.
 15. After the timer goes off, press the Call Forward button, dial the judge's number. The light should now be on.
 16. In the event that all three recordings malfunction, ask the DA to record the conversation. E-mail Dawn Robles, Jonita Pierce, the Warrant Supervisors and their S.O.S with a brief explanation. Also, explain the situation in the Duty Judge Log book by writing the date, time, your initials and ARJIS in the left-hand column and an explanation of the problem.

E. Firearms Emergency Protective Order

1. All FEPO's must be recorded. The DA will not be involved in the call.
2. During day time hours, 8 am to 5 pm, Monday through Friday, excluding holidays, law enforcement will call the EPO Daytime Line at 619-844-2942 in order for a magistrate to approve a firearms emergency protective order.
3. After hours and holidays/weekends, the officer will call on line 858-974-2499 and state he/she wishes to record an FEPO.
4. Complete the Request to Record a Firearms EPO form.
 - a. Write the date, time, your initials and ARJIS at the top of the form.
 - b. Write the caller's name, agency and phone number.
 - c. Obtain the judge's name from the After-Hour Duty Schedule and write the judge's name.
5. Press the **CONF** button and dial the **Judge** by dialing **974-2493**. Ask the Judge if he or she is ready for the Firearms Emergency Protective Order, and that you are going to connect the officer at this time. Press the **CONF** button again to bring the judge on the line with the officer.
6. Tell everyone on the line: *"We should all be connected, could the officer speak please? Judge? Can everyone hear each other clearly?"* If everyone can hear each other clearly, tell the officer: *"Okay officer, I'm going to call the recorder at this time."*
7. Press the **CONF** button again and dial the recorder by dialing * **9 1 (619) 450-7362**. When the line connects (after 1 ring) **immediately press the CONF button** to connect it with all the parties on line. A recorded message will come on that tells the parties they are logged on to the Telephonic Search Warrant System. The recording will automatically begin after the initial announcement followed by a beep.
8. If the main recorder fails to answer or malfunctions, the second recorder phone number is **(619) 450-7363**. The third recorder is **(619) 450-7364**.
9. Circle the recorder phone number on the form.

10. Once you hang up, all the lights and readouts on the phone will go dark. This indicates that the FEPO has been properly set up and there is nothing further for you to do. The recorder will automatically disconnect when all the parties have hung up their own receivers or when one of them presses the # key.
11. If you mis-dialed a number, you may drop that person by pressing the **MENU** button, and then pressing the **light gray button** directly underneath the word **DROP**. You can only drop the last person called, so it is a good idea to make sure that each person added to the line can hear the existing parties and vice versa.
12. Push the Call Forward button on the phone - the light should go out.
13. Set the timer for 20 minutes.
14. After the timer goes off, press the Call Forward button, dial the judge's number. The light should now be on.
15. In the event of any problems, e-mail Dawn Robles, Jonita Pierce, the Warrant Supervisors and their S.O.S with a brief explanation. Also, explain the situation in the Duty Judge Log book by writing the date, time, your initials and ARJIS in the left-hand column and an explanation of the problem.