

NUMBER:	5.5
SUBJECT:	AFTER-HOUR DUTY JUDGE CALL FORWARDING LINE
CATEGORY:	WARRANTS
DATE:	JUNE 28, 2018
DATE REVISED:	
RELATED SECTIONS:	5.4 TELEPHONIC SEARCH WARRANT CALLS
IN COMPLIANCE WITH:	N/A

POLICY:

The purpose of this policy is to educate and outline proper procedures for the After-Hour Duty Judge Call Forwarding Line within the Sheriff's Records & ID Division, Warrant Section.

A. Duty Hours

1. On weekdays, excluding holidays, Monday through Thursday, duty hours begin at 5:00 PM on the day assigned and end the next day at 8:00 AM.
2. On Friday night, the judge's hours begin at 5 PM and end at 9:00 AM Saturday morning.
3. On weekends and holidays (Saturday, Sunday, Court holidays, etc.) hours begin at 9:00 AM on the day assigned and end the next day at 9:00 AM, unless the next day is a court day (generally Mondays). If the next day is a court day, the hours end at 8:00 AM.

B. Procedure

1. The After-Hours Duty Schedule will be faxed to the Warrant Section by Judicial Services. The schedule will be posted by the Duty Judge Line telephone.
2. Check the After-Hours Duty Schedule, for the assigned judge for the night.
3. At the assigned time, press the Call Forward button on the Duty Judge line (858-974-2493). A dial tone will sound.
4. Press the numbers for the judge, starting with *91, and then the area code and the number. For example, *916191234567, if the judge's number is 619-123-4567.
5. The phone should beep three times.
6. If you are not sure if the number was dialed correctly, press the Call Forward button. The light will go off. Re-dial the correct number.
7. At the end of the assigned time, press the Call Forward button. The light will go off.

C. Notes

1. **DO NOT GIVE THE JUDGE'S HOME OR CELL PHONE NUMBERS TO ANYONE!**
2. If the duty judge is not able to be reached within a reasonable period of time, attempt to contact another judge in the following order:
 - a. Duty judge's supervising judge, listed on the After-Hours Duty Schedule.
 - b. Duty judge's assistant supervising judge, listed on the After-Hours Duty Schedule.
 - c. Assistant presiding judge of the same division, on the list located in the inside pocket of the white binder "Duty Judge's Manual".
 - d. Presiding judge of the same division, on the list located in the inside pocket of the Duty Judge's Manual.
 - e. Notify by e-mail Jonita Pierce, Dawn Robles and the Warrant Supervisors concerning any problems.
 - f. 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.